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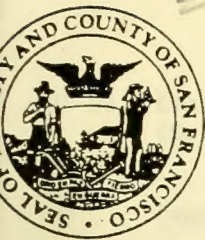
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CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

DOCUMENTS DEPT.

REGULAR MEETING - JANUARY 8, 1990

JAN 12 1990

PART I - 2 P.M.

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Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo
Commissioner Tomoda

Commissioner Texidor del Portillo presided on all items except Items 22, 24 and 27.

Commissioner Munson presided on Items 22, 24, and 27.

MINUTES: Regular Meeting of December 4, 1989

Action: Approve.

ANNOUNCEMENTS

None.

CLASSIFICATION MATTERS

1226-89 Survey of one new position for the Property Management Section of the San Francisco International Airport. (Calendar Item No. 7)

Action: Adopt staff report.

1. Establish a new classification of 9208 Director of Airport Property Management (Z, J Flat Rate: \$2660B2660).
2. Allocate one position approved in the Budget as A764 Airport Property Specialist III (J \$2660B) to Class 9208 Director of Airport Property Management.
3. Amend the Annual Salary Ordinance accordingly.
4. Advise the Airport Decentralized Examination Unit to administer an examination for the new classification.
5. Amend the Specifications for Classes 9206 Airport Property Specialist I and 9207 Airport Property Specialist II as per the attached draft specifications.

CLASSIFICATION MATTERS (cont.)

1229-89 Classification actions for various City departments.
(Calendar Item No. 5)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|---------------------------------------|---------------------|--|---|
| S.F. Community College District | 1 | 1650 Accountant (Sch. 48.3 \$975B1180) | 1652 Senior Accountant Sch. Z 52.3 \$1180B1429 |
| Social Services | 1 | 1650 Accountant (Sch. 48.3 \$975B1180) | Same |
| Public Works | 2 | 2478 Senior Sewage Treatment Chemist (Sch. Z 59.2 \$1642B1994) | Same |
| Public Library | 1 | 3634 Librarian III (Sch. 59.0 \$1626B1975) | 3632 Librarian II Sch. 56.0 \$1407B1706 |
| Rent Arbitration Board | 1 | 1652 Senior Accountant (Sch. 52.3 \$1180B1429) | Same |
| Port | 1 | 1840 Junior Management Assistant (Sch. 50.6 \$1088B1316) | 1842 Management Assistant Sch. 52.9 \$1214B1470 |
| Controller | 1 | A001 Senior EDP Auditor (J \$1746B2122) | Establish Class 1850 Senior EDP Auditor Sch. 59.6 J,Z 1674B2033 Draft class specification as detailed in the staff report. |
| | 1 | A523 Systems Operations Supervisor (J \$2135B2135) | Establish Class 1671 Financial Systems Operations Supervisor J,Z \$2135B2135 Draft class specification as detailed in the staff report. |
| | 1 | A718 Accounting Operations Manager (J \$2819B2819) | Establish Class 1673 Accounting Operations Manager J,Z \$2819B2819 Draft class specification as detailed in the staff report. |

CLASSIFICATION MATTERS (cont.)

| 1229-89 (cont.) | <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|--------------------|------------------------|---------------------|--|---|
| | Controller (cont.) | 1 | A977 Director, Budget & Fiscal Operations (J \$1936B2354) | Establish Class 1683 Budget & Fiscal Operations Manager Sch. 62.6 J,Z \$1936B2354 Draft class specification as detailed in the staff report. |
| | Public Health/ SFGH | 1 | 2140 Hospital Administrative Assistant (Sch. 57.8 Z \$1535B1862) | Same |
| | | 2 | 2322 Head Nurse (\$1791B2243) | Same |

Action: Adopt staff report.

1231-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-----------------------------|-----------------------------------|
| 319-89/90 | Airport | Olm Structural Design |
| 320-89/90 | Asian Art Museum | Asian Art Museum Foundation |
| 321-89/90 | Asian Art Museum | Asian Art Museum Foundation |
| 322-89/90 | Asian Art Museum | Asian Art Museum Foundation |
| 323-89/90 | City Planning | Claude Stoller |
| 324-89/90 | City Planning | Robert Campbell |
| 325-89/90 | Civil Service Commission | Real to Reel Video Productions |
| 326-89/90 | Commission On Aging | Williams, Adley and Company |
| 327-89/90 | SFCCD | Henry Leong |
| 328-89/90 | Controller | Michael S. Noonan |
| 329-89/90 | Controller | Shiratori, Inc. |
| 330-89/90 | Controller | MSW Computer Consulting |
| 331-89/90 | Controller | Incline Computer Systems |
| 332-89/90 | Controller | On-Line Business Systems, Inc. |
| 333-89/90 | Controller | G.E. Consulting Services |
| 334-89/90 | Fire | Mathis & Associates |

CLASSIFICATION MATTERS (cont.)

| 1231-89 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-------------------|---|
| | 335-89/90 | Port | Moffatt & Nichol/AGS/Kwan Henmi; An Association |
| | 336-89/90 | Port | Roma Design Group |
| | 337-89/90 | Public Health | Bayview-Hunter's Point Foundation for Community Improvement, Inc. (Bayview Drug Treatment) |
| | 338-89/90 | Public Health | Crestwood Hospitals, Inc. |
| | 339-89/90 | Public Health | Haight Ashbury Free Clinics, Inc. (Drug Detox, Rehab. & Aftercare) |
| | 340-89/90 | Public Health | Horizons Unlimited of San Francisco, Inc. |
| | 341-89/90 | Public Health | Northern California Ambulatory Health Services (Children's Hospital) |
| | 342-89/90 | Public Health | Walden House, Inc. |
| | 343-89/90 | Public Health | Women's Institute for Mental Health, Inc. |
| | 344-89/90 | Public Health | St. Luke's Hospital |
| | 345-89/90 | Public Health | Carolyn Block, Ph.D. |
| | 346-89/90 | Public Health | Chamberlain's Children Center, Inc. |
| | 347-89/90 | Public Health | Edgewood Children's Center |
| | 348-89/90 | Public Health | Lincoln Child Center |
| | 349-89/90 | Public Health | Ross Hospital |
| | 350-89/90 | Public Health | Sunny Hills Children's Services |
| | 351-89/90 | Public Health | University of California S.F. School of Medicine |
| | 352-89/90 | Public Health | Allied Temporaries, Inc. |
| | 353-89/90 | Public Health | Cal Care Services |
| | 354-89/90 | Public Health | Medical Personnel Pool |
| | 355-89/90 | Public Health | NSI Services, Inc. |
| | 356-89/90 | Public Health | Nurse Providers, Inc. |
| | 357-89/90 | Public Health | Olsen Health Care Services |
| | 358-89/90 | Public Health | Professional Nurses Bureau |
| | 359-89/90 | Public Health | Ramasean Nursing Service, Inc. |
| | 360-89/90 | Public Health | Specialty Care Nursing Service |

CLASSIFICATION MATTERS (cont.)

| | | | |
|--------------------|---------------|--------------------------------|---|
| 1231-89 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
| | 361-89/90 | Public Health | Stat Nursing Services |
| | 362-89/90 | Public Health | The Surgical Staff, Inc. |
| | 363-89/90 | Public Health | Bayview-Hunter's Point Foundation |
| | 364-89/90 | Public Health | California Public Health Foundation |
| | 365-89/90 | Public Health | San Francisco AIDS Foundation |
| | 366-89/90 | Public Health | Bayview Hunter's Point Multipurpose Senior Center |
| | 367-89/90 | Public Health | College of Podiatric Medicine, Department of Biomechanics, California |
| | 368-89/90 | Public Health | Ideas In Motion |
| | 369-89/90 | Public Health | Sunset Floor Covering |
| | 370-89/90 | Public Health | University of California, S.F. School of Pharmacy |
| | 371-89/90 | Public Health | Western Medical Services |
| | 372-89/90 | Public Utilities Commission | DeLeys Brandman, M.D. |
| | 373-89/90 | Public Utilities Commission | Bechtel Corp. Civil Company |
| | 374-89/90 | Public Works | Kaplan McLaughlin Diaz, Architects |
| | 375-89/90 | Public Works | Appintec |
| | 376-89/90 | Public Works | Smith-Emery Company |
| | 377-89/90 | Public Works | Trans Pacific Geotechnical Consultants, Inc. |
| | 378-89/90 | Public Works | Odor Science & Engineering, Inc. |
| | 379-89/90 | Recreation and Park | Philip Williams and Associates |
| | 380-89/90 | Recreation and Park | University of San Francisco |
| | 381-89/90 | SFUSD | F.W. Associates |
| | 382-89/90 | SFUSD | Tom Crain |
| | 383-89/90 | SFUSD | Warren Olds |
| | 384-89/90 | SFUSD | Structus, Structural Design & Engr. |
| | 385-89/90 | SFUSD | Foster Engineering, Inc. |
| | 386-89/90 | SFUSD | GFDS Engineers |

CLASSIFICATION MATTERS (cont.)

| 1231-89 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|---|----------------------------------|
| | 387-89/90 | SFUSD | Rudolf Fehr |
| | 388-89/90 | SFUSD | H.J. Brunnier Associates |
| | 389-89/90 | SFUSD | Kwan & Associates |
| | 390-89/90 | SFUSD | Hygienetics, Inc. |
| | 391-89/90 | SFUSD | Signet Testing Labs |
| | 392-89/90 | Sheriff | John Bergman |
| | 393-89/90 | Social Services | Private Industry Council of S.F. |
| | 394-89/90 | Social Services | Tenderloin Housing Clinic |
| | 395-89/90 | Social Services | Tenderloin Housing Clinic |
| | 396-89/90 | Social Services | Focal Point Productions |
| Action: | 1. | Contracts #320-89/90, 321-89/90, 322-89/90 and 331-89/90 off calendar at the request of the departments. | |
| | 2. | Approve Contract #333-89/90; Controller to submit by April 2, 1990 a progress report on the project and the anticipated need for renewal for review by the Civil Service Commission at the meeting of April 16, 1990. | |
| | 3. | Amend contract cost to \$7000 for Contract #367-89/90. | |
| | 4. | Adopt staff report on the remaining contracts; notify the offices of the Controller and the Purchaser. | |

COMPENSATION MATTERS

2336-89 Salary Standardization - Fiscal Year 1990-91. (Calendar Item No. 15)

Action: Adopt staff report; post for two weeks, forward to Board of Supervisors.

2337-89 Survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in State of California. (Calendar Item No. 16)

Action: Adopt staff report; certify rates to the Board of Supervisors pursuant to Section 8.405 of the Charter.

COMPENSATION MATTERS (cont.)

2338-89 Request for appointment above the entrance rate for various employees. (Calendar Item No. 6)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-----------------------------------|-----------------------|-------------------------|
| David Fiore 9207 Airport Property Specialist II | Airport | 2 | 2 |
| Richard Jackson 1736 Computer Operator II | Controller | 5 | 5 |
| Kenneth Poehlman 8146 District Attorney Investigator | District Attorney | 3 | 3 |
| Bridget Bane 8147 Senior District Attorney Investigator | District Attorney | 5 | 5 |
| Naomi Nishioki 1844 Senior Management Assistant | Public Utilities Commission | 5 | 5 |
| David Dingman 2472 Senior Water Quality Chemist | Public Utilities Commission | 2 | 2 |
| Rudolf J. Budesky 5204 Assistant Civil Engineer | Public Utilities Commission | 3 | 3 |
| Philip Chien 5204 Assistant Civil Engineer | Public Utilities Commission | 5 | 5 |
| John Friar 5204 Assistant Civil Engineer | Public Utilities Commission | 3 | 3 |
| Raymond Lau 5204 Assistant Civil Engineer | Public Utilities Commission | 5 | 5 |
| On Si Lam 5204 Assistant Civil Engineer | Public Works | 5 | 5 |
| Rafael Leopoldo 6270 Housing Inspector | Public Works | 2 | 2 |
| All Employees 2330 Nurse Anesthetist | Public Health | 6 | 6 |

B. TEMPORARY EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------|-----------------------|-------------------------|
| Jack K. Marshall 1821 MIS Manager | Controller | 3 | 3 |
| Linda Tanhola 1862 Systems & Procedures Analyst | Controller | 4 | 4 |

COMPENSATION MATTERS (cont.)

2338-89 B. TEMPORARY EXEMPT APPOINTMENTS (cont.)
(cont.)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------|-----------------------|-------------------------|
| Donna J. Allison 2459 Forensic Laboratory Manager | Coroner | 2 | 2 |

Action: Adopt staff report. The Airport requested and the Commission approved a change in the salary recommendation for David Fiore from Step 3 to Step 2.

EXAMINATION MATTERS

3150-89 Appeal of staff's denial of protest on the terms of the announcement for Class 9142 Transit Manager III. (Calendar Item No. 8)

November 20, 1989: Over to the meeting of December 4, 1989 at the request of the Transport Workers Union, Local 200.

December 4, 1989: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union, Local 200.

Action: Off calendar at the request of the Public Utilities Commission Decentralized Personnel Unit.

3185-89 Request for permission to issue the announcement for Class 3618 Library Technical Assistant II on a promotive only basis. (Calendar Item No. 9)

Action: Adopt staff report.

3186-89 Appeal of background rejection for Class Q2 Police Officer by John F. Martin. (Calendar Item No. 27)

Action: Over to the meeting of January 22, 1990 at Mr. Martin's request.

3521-89 Appeal of background rejection for Class Q2 Police Officer by Ronald Jacobs. (Calendar Item No. 20)

August 21, 1989: Over to the meeting of October 2, 1989 at Mr. Jacobs' request.

October 2, 1989: Over to the meeting of November 6, 1989 at the request of the San Francisco Police Department.

November 6, 1989: Over to the meeting of November 20, 1989.

EXAMINATION MATTERS (cont.)

3521-89
(cont.)

November 20, 1989: Over to the meeting of January 8, 1990 at the request of Mr. Jacobs' attorney and the San Francisco Police Department. The Commission directed that both parties be prepared to proceed on both the issues of Mr. Jacobs' integrity and residency.

Action: Deny appeal; sustain the decision of the Chief of Police.

3527-89

Appeal of background rejection for Class Q2 Police Officer by Ronald E. Timberlake. (Calendar No. 21)

September 18, 1989: Over to the meeting of October 2, 1989 at the request of Mr. Timberlake's attorney.

October 2, 1989: Over to the meeting of November 6, 1989 at the request of the San Francisco Police Department. Civil Service Commission staff to provide documentation submitted by Mr. Timberlake's attorney to the San Francisco Police Department.

November 6, 1989: Over to the meeting of November 20, 1989 due to tie vote.

November 20, 1989: Over to the meeting of December 4, 1989 as requested by Mr. Timberlake's attorney.

December 4, 1989: Over to the meeting of January 8, 1990 at the request of the San Francisco Police Department.

Action: Off calendar at the request of the San Francisco Police Department.

3555-89

Appeal of background rejection for Class Q2 Police Officer by Kathryn I. Sullivan. (Calendar Item No. 22)

Action: Over to the meeting of January 22, 1990 at the request of the San Francisco Police Department.

3557-89

Appeal of background rejection for Class Q2 Police Officer by Rick M. Cortez. (Calendar Item No. 23)

Action: Off calendar; appeal withdrawn by Mr. Cortez.

3559-89

Appeal of background rejection for Class Q2 Police Officer by Keith C. Whittle. (Calendar Item No. 24)

Action: Over to the meeting of January 22, 1990 at Mr. Whittle's request.

EXAMINATION MATTERS (cont.)

3560-89 Appeal of background rejection for Class Q2 Police Officer by Arturo J. Bautista. (Calendar Item No. 25)

Action: Off calendar at the request of the San Francisco Police Department.

3562-89 Appeal of background rejection for Class Q2 Police Officer by Jerry Chiang. (Calendar Item No. 26)

Action: Over to the meeting of January 22, 1990 at the request of the San Francisco Police Department.

IN-SERVICE MATTERS

4851-89 Appeal of cancellation of certification to Class 9141 Transit Manager II. (Calendar Item No. 11)

October 2, 1989: Over to the meeting of November 20, 1989 at the request of Mr. Cunningham and Mr. McNaughton.

November 20, 1989: Off calendar at the request of Messrs. Cunningham and McNaughton.

Action: Off calendar at the request of Mr. McNaughton. Mr. McNaughton to notify the Assistant Secretary when prepared to proceed.

6079-89 Appeal of the decision of the General Manager, Personnel regarding determination of future employability of a terminated non-civil service employee. (Calendar Item No. 17)

October 24, 1989 (Action taken by the General Manager, Personnel):

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

December 4, 1989: Over to the meeting of January 8, 1990 at the request of the General Manager, Personnel.

Action: Deny appeal of Alan E. Carson. Modify action of the General Manager, Personnel to the following: cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

6191-89 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 12)

IN-SERVICE MATTERS (cont.)

6191-89
(cont.) Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

6227-89 Designation of Civil Service Commission representatives to the Joint Committee established by Proposition H - November 1989 Election. (Calendar Item No. 18)

Action: The President designated herself and Commissioner A. Lee Munson to represent the Civil Service Commission at the Joint Committee hearings.

6231-89 Request from San Francisco Unified School District to fill a permanent vacancy in Class 2556 Physical Therapist from the eligible list established by the Department of Public Health Decentralized Personnel Unit. (Calendar Item No. 10)

Action: Adopt staff report; approve request.

6237-89 Request from John Giannini to strike portions of the record of the Civil Service Commission meeting of August 4, 1989. (Calendar Item No. 19)

Action: Over to the meeting of January 22, 1990 at Mr. Giannini's request.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 8, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Darrell S. Allen, 7410 Automotive Service Worker, 16/E-9, Purchasing Department, Central Shops, 11/28/89. (Calendar Item No. 43) (4)

Action: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union.

Alan Anisgard, 9122 Transit Information Clerk, 9/E-5, Public Utilities Commission, San Francisco Municipal Railway, 9/11/89. (Calendar Item No. 33) (7)

October 2, 1989: Over to the meeting of November 6, 1989 at the request of the Public Utilities Commission.

November 6, 1989: Over to the meeting of January 8, 1990 as requested by Mr. Anisgard.

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Paul Antoine, 9163 Transit Operator, 96/E-115, Public Utilities Commission, San Francisco Municipal Railway, 10/5/89. (Calendar Item No. 34) (7)

November 20, 1989: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union, Local 250-A.

Action: No restriction on future employment as stipulated between the Public Utilities Commission and the Transport Workers Union.

Michael Bones, 5310 Surveyor's Field Assistant, 11/E-8, Airports Commission, 12/12/89. (Calendar Item No. 41) (4)

Action: Over to the meeting of February 5, 1990 at the request of Mr. Bones' attorney.

Larry Brooks, 9163 Transit Operator, 166/P-121, Public Utilities Commission, San Francisco Municipal Railway, 11/15/89. (Calendar Item No. 36) (7)

Action: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union.

Gwendolyn Dedmon, 9163 Transit Operator, 436/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/5/89. (Calendar Item No. 35) (7)

November 20, 1989: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union.

Action: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union, Local 250-A.

Michael Dunne, 7410 Automotive Service Worker, 49/E-7, Public Utilities Commission, San Francisco Municipal Railway, 10/18/89. (Calendar Item No. 40) (4)

November 20, 1989: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union, Local 250-A.

Action: Return name to eligible list for Class 7410 Automotive Service Worker. Not to be employed again by the Public Utilities Commission (as stipulated between the Public Utilities Commission and the Transport Workers Union).

Luis Henriquez, 2708 Custodian, 3/E-4, Juvenile Court, Juvenile Hall, 11/15/89. (Calendar Item No. 31) (6)

Action: Off calendar at Mr. Henriquez's request. Mr. Henriquez to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

Thomas Hutchings, 7344 Carpenter, 6/E-10, Public Utilities Commission, San Francisco Water Department, 9/6/89. (Calendar Item No. 39) (4)

October 2, 1989: Over to the meeting of November 6, 1989 at the request of Mr. Hutchings' attorney.

November 6, 1989: Over to the meeting of December 4, 1989 at the request of Mr. Hutchings' attorney.

December 4, 1989: Over to the meeting of January 8, 1990 at the request of the Public Utilities Commission.

Action: Over to the meeting of February 5, 1990 at the request of Mr. Hutchings' attorney.

Amelia Kan, 1632 Senior Account Clerk, 37/CPE-1, Recreation and Park Commission, 12/7/89. (Calendar Item No. 38) (7)

Action: Over to the meeting of March 5, 1990 at tMs. Kan's request.

Lube-ta D. Moreno, 9210 Airport Police Officer, 19/E-15, Airports Commission, 11/15/89. (Calendar Item No. 42) (4)

Action: Off calendar at Ms. Moreno's request. Ms. Moreno to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

Flor DeMaria Reyes, 8482 Crime Prevention Worker, 1/E-8, San Francisco Police Department, Community Services, Senior Escort, 12/7/89. (Calendar Item No. 29) (3)

Action: Over to the meeting of January 22, 1990 at Ms. Reyes' request.

Ivy Spivey, 9163 Transit Operator, 243/E-116, Public Utilities Commission, San Francisco Municipal Railway, 11/15/89. (Calendar Item No. 37) (7)

Action: Over to the meeting of February 5, 1990 at Mr. Spivey's request.

Shelton Sung, 7315 Automotive Machinist Assistant Supervisor, 15/CPE-4, Purchasing Department, Central Shops, 11/9/89. (Calendar Item No. 30) (5)

Action: Off calendar at the request of the Civil Service Commission EEO Unit.

Manuel V. Tiran, 6270 Housing Inspector, 28/E-1, Department of Public Works, Bureau of Building Inspection, 7/31/89. (Calendar Item No. 32) (7)

September 18, 1989: Over to the first meeting of January, 1990 at Mr. Tiran's request.

Action: Off calendar at Mr. Tiran's request. Mr. Tiran to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

Sen Viola, 2302 Orderly, 23/E-321, Department of Public Health,
Laguna Honda Hospital, 10/30/89. (Calendar Item No. 44) (4)

December 4, 1989: Over to the meeting of January 8, 1990 at
the request of Local 250.

Action: Dismiss from the City and County Service. Future
employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one
year's work experience in health care occupation for
health care work in City and County of San Francisco.
No other restrictions on future employment.

GENERAL MANAGER'S REPORT (Calendar Item No. 13)

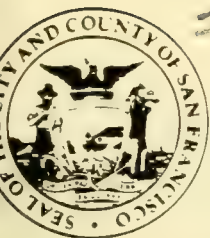
1. The General Manager, Personnel submitted the preliminary budget request for Fiscal Year 1990-91 to the Civil Service Commission for review and recommendations. Commissioner Texidor del Portillo requested that Commissioner Munson lend his particular expertise to the staff on this matter.
2. The General Manager, Personnel presented a preliminary report on Pay Equity in Fiscal Year 1990-91. Staff will have a finalized report to the Civil Service Commission at the meeting of January 22, 1990.
3. The General Manager, Personnel provided the Civil Service Commission with a copy of the Five-Year Plan which was submitted to the Board of Supervisors Finance Committee and will be heard by the Finance Committee on Wednesday, January 10, 1990.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 14)

1. Local 21 IFPTE presented comments and recommendations on various civil service matters. Civil Service Commission directed staff to prepare a supplemental appropriation to begin the Five-Year Plan in this fiscal year for approval by the Civil Service Commission within the immediate future.
2. Commissioner Munson requested that the Civil Service Commission conduct hearings on specific Charter provisions which impact personnel functions. The first hearing will be at the Civil Service Commission meeting of February 5, 1990 and will be concerned with the examination process (except protests and appeals). The Civil Service Commission will begin the hearing on this matter at 4 P.M. and end at 5:15 P.M. If all requested speakers are not heard at that hearing, the item may be continued to the next regular meeting. Commissioner Tomoda invited employee organizations and others to submit written comments in advance.
3. At the meeting of January 22, 1990, the Commission directed that the Memoranda of Understanding with the various Decentralized Examination Units be calendared for review.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 45)

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

REGULAR MEETING - JANUARY 22, 1990

PART I - 2 P.M.

DOCUMENTS DEPT.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo
Commissioner Tomoda

SAN FRANCISCO
PUBLIC LIBRARY

Commissioner Texidor del Portillo presided except for Item 18 (File 3177-89).

Commissioner Munson presided over Item 18 (File 3177-89).

MINUTES: Regular Meeting of January 8, 1990

Action: Approve with correction to action on File Number 3562-89
on page 10 (continuance was at the request of the
appellant rather than San Francisco Police Department).

ANNOUNCEMENTS

1. The Civil Service Commission met in closed session on Monday, January 22, 1990 at 1:30 P.M. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss a personnel matter. All the members of the Commission were present. No action was taken.
2. Due to a conflict with the Washington's Birthday Holiday, the Civil Service Commission has cancelled its regular meeting of February 19, 1990.

CLASSIFICATION MATTERS

1006-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---------------------------------|
| 397-89/90 | Controller | Mountford Group, Inc. |
| 398-89/90 | Controller | Cybernetics Professionals, Inc. |
| 399-89/90 | Controller | The Expert Group, Inc. |

CLASSIFICATION MATTERS (cont.)

1006-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 400-89/90 | Public Health | Chinn Accountancy Corporation |
| 401-89/90 | Public Health | LaCheim Residential Treatment Centers |
| 402-89/90 | Public Health | Regents of the University of California Center on Deafness |
| 403-89/90 | Public Health | Philip B. Kivitz, M.D. |
| 404-89/90 | Public Health | Maida Taylor, M.D. |
| 405-89/90 | Public Health | Korn/Ferry International |
| 406-89/90 | Public Health | S.F. Medical Society |
| 407-89/90 | Public Works | Howard Jackson |
| 408-89/90 | Public Works | Boss Effectiveness Institute |

- Action:
1. Adopt staff report; notify the offices of the Controller and the Purchaser.
 2. Regarding Contract Number 398-89/90: the Commission requests that the Controller investigate the need to include funds in its budget for a position or positions of Technical Writer.

1012-90 Establishment of new classification 1665 Director of Patient Accounts and amendment of specification for Class 1664 Patient Accounts Manager. (Calendar Item No. 8)

Action: Adopt staff report.

1. Establish new classification of 1665 Director of Patient Accounts (J,Z Schedule 60.7 \$1765B2145). Draft class specification as detailed in the staff report.
2. Allocate one position currently budgeted as A759 Director, Patient Finance Services (J, SC \$1765B2145) to the new classification of 1665 Director of Patient Accounts.
3. Amend Section 860100 of the Annual Salary Ordinance administratively to reflect the establishment of new Class 1665 Director of Patient Accounts.
4. Advise the Decentralized Civil Service Unit of the Department of Public Health to conduct an examination for the new classification of 1665 Director of Patient Accounts.
5. Amend the specification for Class 1664 Patient Accounts Manager. Draft amended class specification as detailed in the staff report.

The Department of Public Health to announce the examination for Class 1665 Director of Patient Accounts within the next month and to expedite the examination process thereafter.

CLASSIFICATION MATTERS (cont.)

1013-90 Establishment of a new classification 1942 Assistant Materials Coordinator, and the allocation of two positions to the new class. (Calendar Item No. 9)

Action: Adopt staff report.

1. Establish Class 1942 Assistant Materials Coordinator (J, Sch. 59.0 \$1626B1975). Draft class specification as detailed in the staff report.
2. Classify one position budgeted at the San Francisco Municipal Railway as A833 Materials Manager Planner (J, SC Sch. 59.0 \$1626B1975) to the new class.
3. Amend the Annual Salary Ordinance Section 35-03-00 administratively to reflect this action.
4. Classify one position budgeted at San Francisco General Hospital as A852 Assistant Materials Coordinator (J, SC Sch. 55.9 \$1401B1698) to the new class.
5. Advise the Department of Public Health to reflect this action in its 1990-91 Budget.

1014-90 Classification actions for various City departments. (Calendar Item No. 5)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|----------------------------------|---------------------|---|---|
| Fire | 6 | 6280 Fire Safety Inspector I (Sch. 52.9 \$1214B1470) | 6281 Fire Safety Inspector II Sch. 56.7 \$1457B1765 |
| Public Works | 1 | 1246 Principal Personnel Analyst (Sch. 62.3 \$1909B2319) | 1244 Senior Personnel Analyst Sch. 58.8 \$1611B1955 |
| Public Health/ SFGH | 1 | 2620 Food Service Manager Administrator (Sch. 55.5 \$1375B1666) | 2656 Chef Sch. 52.4 \$1185B1436 |
| Public Health/ CMHS | 1 | 2574 Clinical Psychologist (Sch. 59.5 \$1666B2023) | Same |
| | 1 | 2930 Psychiatric Social Worker (Sch. 55.1 \$1349B1634) | 2588 Health Worker IV Sch. 50.6 \$1088B1316 |
| Public Health/ Central Office | 1 | 2323 Clinical Nurse Specialist (Sch. 60.4 \$1740B2178) | 2322 Head Nurse Sch. 61.0 \$1791B2243 |

CLASSIFICATION MATTERS (cont.)

1014-90
(cont.)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|----------------------------------|---------------------|---|--|
| Public Health/ Central Office | 1 | A964 Pre-hospital Quality Control Coordinator (J,Z \$1871B1871) | Establish Class 2533 Emergency Medical Services Agency Specialist Sch. 58.8 J,Z \$1611B1955 Draft class specification as detailed in the staff report. |
| | | A965 In-hospital Quality Control Coordinator (J,Z \$1871B1871) | Same as above. |

Action: Adopt staff report.

COMPENSATION MATTERS

2008-90 Pay Equity Report for Fiscal Year 1990-91. (Calendar Item No. 14)
(Special Order of Business - 5 P.M.)

- Action:
- A. The Commission attaches, as an addendum to its summary report on Pay Equity, the January 12, 1990 survey data and directs that both be forwarded to the Mayor and the Board of Supervisors. The Commission instructs the civil service staff that the Commission does not want to use the "merged-data" method again.
 - B. The Commission is very concerned that the survey's use of indirect measurement for pay gap is subject to significant inaccuracies and could cause large errors in the reported gaps for individual positions. These problems with the "merged data" method reflect the fact that the "merged-data" method relies on pay equity studies done in San Jose, Sacramento and other jurisdictions, since no point factor classification study has yet been done for San Francisco.
 - C. As a one-year stopgap, to meet the needs of the present MOU's, the Commission requests the General Manager, Personnel to prepare a summary report listing pay equity classifications, by job title, under two categories:
 - 1. Classifications with gaps exceeding 3%;
 - 2. Classifications with gaps of 3% or less.
 - D. The Commission urges the Mayor and the Board of Supervisors to provide the funds needed for the proposed citywide classification study. Until the first phase of that study has been completed, the Commission will lack the point factor data needed to carry out its charter-mandated responsibilities for pay equity.

COMPENSATION MATTERS (cont.)

2009-90 Request for appointment above the entrance rate for various employees. (Calendar Item No. 6)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------|-----------------------|-------------------------|
| Joyce Lopez 1426 Senior Clerk Typist | Public Health | 3 | 3 |
| Kam Yan 2450 Pharmacist | Public Health | 5 | 5 |
| Fred E. Jordan, Jr. 8418 Chief Probation Officer | Juvenile Court | 5 | 5 |
| All Employees from List E-12 Class 2604 Food Service Worker | Public Health | 4 | 4 |

B. TEMPORARY EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|--|-------------------|-----------------------|--------------------------------------|
| Mark Fan 3630 Librarian I | Library | 5 | 5 12/31/90 |
| Sandra Kleinfeld 1818 MIS Specialist II | Controller | 5 | 5 12/31/90 |
| Cori Hagan 1819 MIS Specialist III | Controller | 5 | 5 12/31/90 |

Action: Adopt staff report.

2010-90 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 7)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

3177-89 Examination for Class 1240 Assistant Personnel Analyst - Class 1242 Personnel Analyst (Flexible Staffing). (Calendar Item No. 18)

Action: Adopt staff report.

1. Sustain the decision of the General Manager, Personnel to cancel the examination for Class 1240 Assistant Personnel Analyst - Class 1242 Personnel Analyst (Flexible Staffing).
2. The Civil Service Commission Examination Division to develop and administer a new examination for Class 1240 Assistant Personnel Analyst - Class 1242 Personnel Analyst (Flexible Staffing).

EXAMINATION MATTERS (cont.)

3177-89
(cont.)

3. All applicants qualified to participate in the original examination be allowed to participate in the new examination for Class 1240 Assistant Personnel Analyst - Class 1242 Personnel Analyst (Flexible Staffing).
4. Commission Texidor del Portillo excused from participation in the discussion and action on this item with the permission of the other Commissioners. Commissioner Munson presided over the deliberations on this item.
5. The Commission stipulated that a new examination be administered within two (2) months.

3186-89 Appeal of background rejection for Class Q2 Police Officer by John F. Martin. (Calendar Item No. 22)

January 8, 1990: Over to the meeting of January 22, 1990 at Mr. Martin's request.

Action: Over to the meeting of February 5, 1990 at the request of the appellant.

3555-89 Appeal of background rejection for Class Q2 Police Officer by Kathryn I. Sullivan. (Calendar Item No. 19)

January 8, 1990: Over to the meeting of January 22, 1990 at the request of the San Francisco Police Department.

Action: Grant appeal; find Kathryn I. Sullivan qualified as to background in this examination for Class Q2 Police Officer. (Vote of 3 to 2: Commissioners Texidor del Portillo and Tomoda dissenting).

3559-89 Appeal of background rejection for Class Q2 Police Officer by Keith C. Whittle. (Calendar Item No. 20)

January 8, 1990: Over to the meeting of January 22, 1990 at Mr. Whittle's request.

Action: Off calendar; the San Francisco Police Department to notify the Assistant Secretary when it has completed its investigation and is prepared to proceed. Mr. Whittle to contact the San Francisco Police Department Background Unit to provide information regarding his residency.

3562-89 Appeal of background rejection for Class Q2 Police Officer by Jerry Chiang. (Calendar Item No. 21)

January 8, 1990: Over to the meeting of January 22, 1990 at the request of the appellant.

Action: Deny appeal; sustain the decision of the Chief of Police.

IN-SERVICE MATTERS

4041-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for certain classes at the San Francisco Unified School District from six (6) months to one (1) year (Class 3532 Program Manager, KALW Radio Station, Class 3533 General Manager, KALW Radio Station and Class 7374 Chief Engineer, KALW Radio Station). (Calendar Item No. 11)

Action: Post for adoption following meet and confer.

4042-90 Civil Service Commission Budget Request Fiscal Year 1990-91. (Calendar Item No. 15)

Action: Preliminary budget information submitted. The Civil Service Commission Budget request for Fiscal Year 1990-91 to be before the Commission on February 5, 1990.

4048-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 10)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4049-90 Appeal of cancellation of certification and validation of Benjamin Gray, Class 9163 Transit Operator. (Calendar Item No. 17)

Action: Over to the meeting of February 5, 1990 at the request of the Public Utilities Commission.

6237-89 Request from John Giannini to strike portions of the record of the Civil Service Commission meeting of August 4, 1989. (Calendar Item No. 16)

January 8, 1990: Over to the meeting of January 22, 1990 at Mr. Giannini's request.

Action: Deny request.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 22, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Man Mun Lui, 2302 Orderly, 5/E-326, Department of Public Health, San Francisco General Hospital Medical Center, 12/12/89. (Calendar Item No. 26) (4)

Action: Over to the meeting of February 5, 1990 at the request of the Department of Public Health.

Hong Nguyen, 2320 Registered Nurse, 14/E-713, Department of Public Health, San Francisco General Hospital Medical Center, 10/1/89. (Calendar Item No. 27) (6)

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Not to be employed again by the Department of Public Health as a Class 2320 Registered Nurse.

Flor DeMaria Reyes, 8482 Crime Prevention Worker, 1/E-8, San Francisco Police Department, Community Services, Senior Escort, 12/7/89. (Calendar Item No. 25) (3)

January 8, 1990: Over to the meeting of January 22, 1990 at Ms. Reyes' request.

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to a position in Class 8482 Crime Prevention Worker.

Arthur Wade, 2908 Hospital Eligibility Worker, 3/CPE-1, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 28) (6)

Action: Over to the meeting of February 5, 1990 at the request of Local 535.

King Wang, 1458 Legal Secretary I, 8/CPE-22, Office of the District Attorney, 1/9/90. (Calendar Item No. 24) (5)

Action: Over to the meeting of March 5, 1990 at Ms. Wang's request.

GENERAL MANAGER'S REPORT (Calendar Item No. 12)

None.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 13)

Reports from the Decentralized Personnel Units to be calendared for Civil Service Commission review at a meeting in the near future.

INDIVIDUALS' REQUEST TO SPEAK (Calendar Item No. 29)

None.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

REGULAR MEETING - FEBRUARY 5, 1990

PART I - 2 P.M.

FEB 11 1990

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo
Commissioner Tomoda

Commissioner Texidor del Portillo presided, but was not present during the deliberations and voting on Items 5, 11, 12, 16, 18, 19, 24, 25, 26, 28, 29, 30, 31, 32, 33, and 37.

Commissioner Munson presided over Items 5, 11, 12, 16, 18, 19, 24, 25, 26, 28, 29, 30, 31, 32, 33 and 37.

MINUTES: Regular Meeting of January 22, 1990

Action: Approve.

ANNOUNCEMENTS:

1. Due to a conflict with the Washington's Birthday Holiday, the Civil Service Commission has cancelled its regular meeting of February 19, 1990.
2. The Civil Service Commission met in closed session on Monday, February 5, 1990 at 1 P.M. in Room 154C City Hall for the following reasons and under the authority of the sections of the California Government Code cited: (1) Section 54957 to discuss a personnel matter; and, (2) Section 54956.9 to discuss pending litigation.

- Action:
1. Under Section 54957 - The Commission agreed to hear and determine charges for dismissal under Section 8.341 of the Charter of the City and County of San Francisco against Pin-Fen N. Jen, Class 1424 Clerk Typist, Department of Public Works, and John Wong, Class 7313 Automotive Machinist, Purchasing Department (Vote of 5 to 0).
 2. Under Section 54956.9 - The Commission agreed to accept the proposed settlement as orally outlined by the City Attorney in the Hockersmith v. City and County of San Francisco litigation (Vote of 5 to 0).

CLASSIFICATION MATTERS

1021-90 Request to make temporary exempt appointments per Charter Section 8.300(5) in the Public Utilities Commission. (Calendar Item No. 5)

Action: Adopt staff report.

1. Approve the temporary exempt appointment of Jean Salek Camp in accordance with Charter Section 8.300(5), to Class 5502 Project Manager, I, effective February 5, 1990 until June 30, 1992.
2. Approve the temporary exempt appointment of David Sutter in accordance with Charter Section 8.300(5), to Class 5506 Project Manager III, effective February 5, 1990 until December 31, 1994.

1024-90 Classification of positions in various City departments. (Calendar Item No. 6)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|-----------------------------------|---------------------|--|------------------------------|
| Hetch Hetchy | 1 | 5206 Assoc. Civil Engineer (Sch. 58.9 \$1618B1965) | Same |
| Public Health | 4 | 1636 Health Care Billing Clerk II (Sch. 48.7 \$994B1203) | Same |
| S.F. Community College Distict | 1 | 1446 Secretary II (Sch. 47.6 943B1141) | Same |
| | 1 | 5265 Architectural Assoc. I (Sch. 56.7 \$1457B1765) | Same |

Action: Adopt staff report.

1025-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 409-89/90 | Airport | David Dubbink Associates |
| 410-89/90 | Airport | Galson Technical Services |
| 411-89/90 | Controller | G.E. Consulting Services |
| 412-89/90 | Controller | Pilot Executive Software |
| 413-89/90 | Parking & Traffic | Evensen Dodge, Inc./Charles A. Bell Securities Corp |
| 414-89/90 | Parking & Traffic | Orrick, Herrington & Sutcliffe/Pamela S. Jue, Esq. |
| 415-89/90 | Public Health | Center for Human Development, Inc. |

CLASSIFICATION MATTERS (cont.)

1025-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---|---|
| 416-89/90 | Public Health | Regents of the University of Calif., Dept. of Psychiatry (SFGHMC) |
| 417-89/90 | Public Health | Sharon Mulgrew |
| 418-89/90 | Public Utilities | EIP Associates |
| 419-89/90 | Public Utilities | AGS, Inc. |
| 420-89/90 | Public Utilities | Camp Dresser & McKee, Inc. |
| 421-89/90 | Public Utilities | Water Resources Engineering, Inc. |
| 422-90/90 | Public Utilities | D & D Engineering |
| 423-89/90 | Public Works | Pei, Cobb, Freed, & Partners & Morris, Winkelstein, Simon, Martin-Vegue |
| 424-89/90 | Public Works | Henry L. Chapot & Associates |
| 425-89/90 | SFUSD | Environmental Innovations Corp. |
| 426-89/90 | SFUSD | Richard Julin & Associates |
| 427-89/90 | SFUSD | H. J. Brunnier Associates |
| 428-89/90 | Sheriff | Chris Schaefer |
| 429-89/90 | Sheriff | James Edward Nelson |
| 430-89/90 | Social Services | Central City Hospitality House |
| 431-89/90 | Social Services | American Red Cross |
| Action: | Adopt staff report; notify the offices of the Controller and the Purchaser. | |

COMPENSATION MATTERS

2035-90

Reconsideration of staff denial from the Law Offices of Van Bourg, Weinberg, Roger and Rosenfeld for pay parity between Classes 5120, 5268, 5269, 5270, and 5273 in the architect series and comparable positions in the engineering series. (Calendar Item No. 13)

Action: Over to the meeting of March 5, 1990 at the request of the appellants' attorney.

2036-90

Reconsideration of staff denial of request from the Recreation and Park Department and United Public Employees, Local 790, for salary adjustment for Class 3208 Pool Lifeguard. (Calendar Item No. 20)

Action: Adopt staff report; deny request (Vote of 4 to 1: Commissioner Mickins dissents).

COMPENSATION MATTERS (cont.)

- 2043-90 Reconsideration of staff denial of request from Teamsters Union Local 856 for salary adjustment for Class 2462 Microbiologist. (Calendar Item No. 18)
- Action: Adopt staff report; deny request.
- 2044-90 Reconsideration of staff denial of request from the Fine Arts Museums for salary adjustment for Class 3566 Executive Secretary, Museums. (Calendar Item No. 16)
- Action: Adopt staff report as amended orally; grant internal adjustment to salary range closest to 3 1/2% and move Class 3566 Executive Secretary, Museums, to Management Assistant Benchmark.
- 2046-90 Reconsideration of staff denial of request from Local 250 Hospital and Health Care Workers Union for salary adjustment for Class 2402 Laboratory Helper and Class 2416 Bacteriological Laboratory Assistant. (Calendar Item No. 19)
- Action: Adopt staff report as amended orally; deny request for Class 2402 Laboratory Helper; grant internal adjustment request for Class 2416 Bacteriological Laboratory Assistant to salary range closest to 2 1/2%.
- 2047-90 Reconsideration of staff denial of request from Fred Milligan on behalf of Class 2946 Senior Eligibility Worker Supervisors at the Department of Social Services and Department of Public Health for an internal salary adjustment. (Calendar Item No. 14)
- Action: Over to the meeting of March 5, 1990 at the request of the Department of Social Services.
- 2049-90 Reconsideration of staff denial of request from the Airports Commission for internal adjustment for Class 3560 Director, Bureau of Exhibits and Cultural Education, Airport. (Calendar Item No. 17)
- Action: Over to the meeting of March 5, 1990 at the request of the Airports Commission.
- 2051-90 Reconsideration of staff denial of request from S.E.I.U. Local 535 for salary adjustment for Class 2911 Eligibility Appeals Specialist. (Calendar Item No. 15)
- Action: Over to the meeting of March 5, 1990 at the request of the Department of Social Services.
- 2052-90 Reconsideration of staff denial of request from International Federation of Professional and Technical Engineers, Local 21, for internal salary adjustments and other salary amendments. (Calendar Item No. 23)
- Action Over to the meeting of March 5, 1990 at the request of Local 21.

COMPENSATION MATTERS (cont.)

2053-90 Reconsideration of staff denial from Transport Workers Union, Local 250-A, for internal adjustments for the Environmental Health Inspector series. (Calendar Item No. 22)

Action: Over to the meeting of March 5, 1990 at the request of the Transport Workers Union, Local 250-A.

2054-90 Reconsideration of staff denial of request from United Public Employees, Local 790 for internal salary adjustments. (Calendar Item No. 21)

Action: Over to the meeting of March 5, 1990 at the request of Local 790.

2055-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 7)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------------------|-----------------------|-------------------------|
| Stewart Foreman 8183 Asst. Chief Attorney II | City Attorney | 5 | 5 |
| Martha Blake 8264 Forensic Document Examiner | Police | 5 | 5 |
| Andy Ynostroza 7258 Maintenance Machinist Supv. I | Purchasing | 5 | 5 |
| Toni Edwards 2320 Registered Nurse | Public Health S.F.G.H.M.C. | 5 | 5 |
| All Employees from List E-328 2302 Orderly | Public Health S.F.U.S.D. | 2 | 2 |

B. TEMPORARY EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>Step REQUESTED</u> | <u>Step RECOMMENDED DURATION</u> |
|--|-------------------------------|-----------------------|----------------------------------|
| Ron Lathouwers 2143 Hospital Asst. Administrator | Public Health S.F.G.H.M.C. | 2 | 2 12/31/90 |
| Joyce Kuntz 2553 Director of Volunteer Services | Public Health L.H.H. | 5 | 5 12/31/90 |
| Sadie Aki 2785 Asst. General Services Manager | Public Health L.H.H. | 5 | 5 12/31/90 |

COMPENSATION MATTERS (cont.)

B. TEMPORARY EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|-------------------------|-----------------------|-------------------------|
| Donna Burchard 2785 Asst. General Services Manager | Public Health L.H.H. | 5 | 5 12/31/90 |
| Kathleen Hurley 1248 Asst. Div. Manager, Personnel | Police | 5 | 5 12/31/90 |

Action: Adopt staff report.

2059-90 Actuarial study related to the Trust Fund established by Charter Section 8.404 for Fiscal Year 1989-90. (Calendar Item No. 24)

Action: Adopt actuarial study with amendment to Section V as noted orally to correct typographical error; transmit actuarial study to the Board of Supervisors; the General Manager, Public Utilities Commission; Employee Relations Division, Mayor's Office; and Representatives of the Transport Workers Union for review and meet and confer considerations.

EXAMINATION MATTERS

3018-90 Appeal of background rejection for Class Q2 Police Officer by Jesiros D. Bautista. (Calendar Item No. 26)

Action: Deny appeal; sustain the decision of the Chief of Police.

3186-89 Appeal of background rejection for Class Q2 Police Officer by John F. Martin. (Calendar Item No. 25)

January 8, 1990: Over to the meeting of January 22, 1990 at Mr. Martin's request.

January 22, 1990: Over to the meeting of February 5, 1990 at Mr. Martin's request.

Action: Deny appeal; sustain the decision of the Chief of Police.

IN-SERVICE MATTERS

4041-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for certain classes at the San Francisco Unified School District from six (6) months to one (1) year (Class 3532 Program Manager, KALW Radio Station, Class 3533 General Manager, KALW Radio Station and Class 7374 Chief Engineer, KALW Radio Station). (Calendar Item No. 9)

January 22, 1990: Post for adoption following meet and confer.

Action: Adopt.

IN-SERVICE MATTERS (cont.)

- 4042-90 Civil Service Commission Budget Request for Fiscal Year 1990-91.
(Calendar Item No. 32)

January 22, 1990: Preliminary budget information submitted.
The Civil Service Commission Budget request
for Fiscal Year 1990-91 to be before the
Commission on February 5, 1990.

Action: Adopt staff report. Approve recommendation of the
General Manager, Personnel and forward to the Mayor

- 4049-90 Appeal of cancellation of certification and validation of Benjamin
Gray, Class 9163 Transit Operator. (Calendar Item No. 28)

January 22, 1990: Over to the meeting of February 5, 1990 at
the request of the Public Utilities
Commission.

Action: Adopt staff report; deny appeal.

- 4102-90 Request from Public Utilities Commission - Water Department to fill
a permanent vacancy in Class 2416 Bacteriological Laboratory
Assistant from the eligible list established by the Department of
Public Health. (Calendar Item No. 8)

Action: Adopt staff report; approve request.

- 4127-90 Proposed Charter Amendment (first draft) increasing the size of the
Civil Service Commission. (Calendar Item No. 29)

Action: The Commission directed the General Manager, Personnel
to notify the Board of Supervisors of the Commission's
concern over this proposed Charter amendment. The
Commission is unable to act at this time due to the fact
that it has no information on which to base a decision,
e.g., what problems will be solved by expanding the size
of the various commissions including the Civil Service
Commission? The Commission feels that changes as
extensive as are being proposed should be made only
after consultation with the commissions involved, after
the commissions have had an opportunity to review the
rationale for the proposal, and after taking into
consideration the recommendations of all the commissions
involved.

- 4128-90 Charter amendment (first draft) amending Section 8.100. Providing
that all appointees to Charter or legislatively established Boards,
Commissions, and Advisory Bodies be residents of San Francisco.
(Calendar Item No. 30)

Action: 1. The Commission directed the General Manager,
Personnel to notify the Board of Supervisors of
the Commission's concern over this proposed
Charter amendment. No information has been
provided to the Commission to enable it to make an
informed decision over this proposal; however, it
feels that at least with respect to the Civil
Service Commission it would be appropriate to
continue to require a minimum period of residency
in San Francisco in order to obtain individuals
who have personal knowledge of conditions in the
City and County of San Francisco.

IN-SERVICE MATTERS (cont.)

4128-90
(cont.)

2. A strictly enforced and regulated waiver provision may be useful in some situations when recruitment of persons with specialized knowledge for a commission is difficult; however, a waiver of residency requirements should be used with great restraint to insure that individuals appointed to the various boards of the City and County of San Francisco have a personal stake in San Francisco.
3. With respect to reducing or eliminating residency requirements for elective officers, this proposal presents such serious problems in that it is so far-reaching that it is unlikely to have voter appeal.

4129-90 Request for Supplemental Appropriation, Fiscal Year 1989-90.
(Calendar Item No. 32A)

Action: Adopt staff report; approve recommendation of the General Manager, Personnel and forward to the Mayor.

4130-90 Charter amendment (first draft) adding Section 3.502, establishing a policy that no board or commission shall be comprised of more than a simple majority of the same gender. (Calendar Item No. 31)

Action: The Commission directed the General Manager, Personnel to notify the Board of Supervisors that it is unable to make a decision on this proposed Charter amendment until it is provided with background information as to the problems which have led to this proposal.

4131-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 10)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4762-89 Appeal of the decision of the General Manager, Personnel, denying request by Anthony Smerdel to change his ethnicity identification from "White" to "Hispanic." (Calendar Item No. 27)

September 18, 1989: Off calendar. Civil Service Commission EEO Unit to notify the Assistant Secretary when prepared to proceed.

IN-SERVICE MATTERS (cont.)

4762-90
(cont.)

October 16, 1989: Over to the meeting of November 6, 1989 at Mr. Smerdel's request (meeting recessed).

November 6, 1989: Off calendar at the request of Mr. Smerdel's attorney.

Action: Over to the meeting of March 5, 1990 at the joint request of Mr. Smerdel's attorney and the Civil Service Commission EEO Unit.

SPECIAL ORDER OF BUSINESS 4 P.M.

Hearing on Civil Service Charter provisions.

Topic I: Examination (excluding protests and appeals).

Carol Isen representing IFPTE Local 21 and Richard Perino representing himself as a Juvenile Probation Officer addressed the Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 5, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Darrell S. Allen, 7410 Automotive Service Worker, 16/E-9, Purchasing Department, Central Shops, 11/28/89. (Calendar Item No. 38) (4)

January 8, 1990: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union.

Action: Over to the meeting of March 5, 1990 at the request of the Purchasing Department.

Michael Bones, 5310 Surveyor's Field Assistant, 11/E-8, Airports Commission, 12/12/89. (Calendar Item No. 41) (4)

January 8, 1990: Over to the meeting of February 5, 1990 at the request of Mr. Bones' attorney.

Action: Over to the meeting of March 5, 1990 at the request of Mr. Bones' attorney.

Larry Brooks, 9163 Transit Operator, 166/P-121, Public Utilities Commission, San Francisco Municipal Railway, 11/15/89. (Calendar Item No. 42) (7)

January 8, 1990: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union.

Action: Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service. Not to be employed again by the Public Utilities Commission.

Gwendolyn Dedmon, 9163 Transit Operator, 436/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/5/89. (Calendar Item No. 40) (7)

November 20, 1989: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union.

January 8, 1990: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union, Local 250-A.

Action: Over to the meeting of March 5, 1990 at the request of the Transport Workers Union.

Thomas Hutchings, 7344 Carpenter, 6/E-10, Public Utilities Commission, San Francisco Water Department, 9/6/89. (Calendar Item No. 39) (4)

October 2, 1989: Over to the meeting of November 6, 1989 at the request of Mr. Hutchings' attorney.

November 6, 1989: Over to the meeting of December 4, 1989 at the request of Mr. Hutchings' attorney.

December 4, 1989: Over to the meeting of January 8, 1990 at the request of the Public Utilities Commission.

January 8, 1990: Over to the meeting of February 5, 1990 at the request of Mr. Hutchings' attorney.

Action: Over to the meeting of March 5, 1990 at the request of Mr. Hutchings' attorney.

Man Mun Lui, 2302 Orderly, 5/E-326, Department of Public Health, San Francisco General Hospital Medical Center, 12/12/89. (Calendar Item No. 37) (4)

January 22, 1990: Over to the meeting of February 5, 1990 at the request of the Department of Public Health.

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Ivy Spivey, 9163 Transit Operator, 243/E-116, Public Utilities Commission, San Francisco Municipal Railway, 11/15/89. (Calendar Item No. 43) (7)

January 8, 1990: Over to the meeting of February 5, 1990 at Mr. Spivey's request.

Action: Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service as recommended by the Public Utilities Commission.

Jennifer Sykes, 2672 Children's Center Assistant, San Francisco Unified School District, 1/17/90. (Calendar Item No. 35) (1)

Action: Over to the meeting of March 5, 1990 at the request of the San Francisco Unified School District.

Arthur Wade, 2908 Hospital Eligibility Worker, 3/CPE-1, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 36) (6)

January 22, 1990: Over to the meeting of February 5, 1990 at the request Local 535

Action: Over to the meeting of March 5, 1990 at the request of Local 535.

GENERAL MANAGER'S REPORT. (Calendar Item No. 11)

Status of Board of Supervisors' Finance Committee deliberations regarding Civil Service Commission Five Year Action Plan.

- Action:
1. Report presented along with Item 32 - the Civil Service Commission Budget Request for Fiscal Year 1990-91.
 2. Adopt staff report; approve request for Supplemental Appropriation in the amount of \$532,247; forward to the Mayor.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 12)

Report from Civil Service Commission Representatives to the Joint Committee established by Proposition H - November, 1989 Election.

January 8, 1990: The President designated herself and Commissioner A. Lee Munson to represent the Civil Service Commission at the Joint Committee hearings.

Commissioner Munson reported on behalf of the two Civil Service Commission representatives.

INDIVIDUALS' REQUESTS TO SPEAK

None.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

REGULAR MEETING - MARCH 5, 1990

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Mickins

(Items Missed: 1, 2, 3, 4,
5, 6, 7, 8, 9, 10, 11, 12,
13, and 34)

Commissioner Munson

(Items Missed: 29, 31, and
34)

Commissioner Texidor del Portillo
Commissioner Tomoda

Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of February 5, 1990

Action: Approve.

ANNOUNCEMENTS:

1. The Civil Service Commission will hold a Special Meeting on Monday, March 12, 1990 at 9 A.M. in Room 2C (Basement) City Hall for the following purposes related to Salary Standardization for Fiscal Year 1990-91:
 - a. to consider private sector wage data compiled by the Bay Area Salary Survey Committee (BASSC) pursuant to Charter Section 8.407;
 - b. to consider requests for internal adjustments for various classes;
 - c. to consider and transmit wage data and proposed schedules of compensation for 1990-91 Salary Standardization pursuant to Charter Sections 8.401, 8.407 and 8.407-1.
2. The General Manager, Personnel introduced the new Director of Training, Ann Godfrey.

CLASSIFICATION MATTERS

1033-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-----------------------------------|--|
| 432-89/90 | Adult Probation | Jules Burstein, Ph.D. |
| 433-89/90 | Airport | Mason Tillman and Associates |
| 434-89/90 | Airport | Mary B. McNeil |
| 435-89/90 | Airport | Janis Bell |
| 436-89/90 | Arts Commission | Jean Lee Wong |
| 437-89/90 | Arts Commission | Devorah Major |
| 438-89/90 | Arts Commission | Elizabeth Kennedy |
| 439-89/90 | CAO | S.F. League of Urban Gardeners |
| 440-89/90 | Commission on the Status of Women | S.F. Bar Association Volunteer Legal Service Program |
| 441-89/90 | Controller | Public Financial Management, Inc. and Charles A. Bell Securities Corp. |
| 442-89/90 | Human Rights Commission | Antioch College: Yellow Springs, OH |
| 443-89/90 | Medical Examiner/Coroner | Physician Search Group |
| 444-89/90 | Police | Personnel Decisions, Inc. |
| 445-89/90 | Port | Government Finance Assoc. & Charles A. Bell Securities Corp. |
| 446-89/90 | Public Health | Bay Area Addiction Research and Treatment, Inc. |
| 447-89/90 | Public Health | MSC Psychiatric Services Corp. |
| 448-89/90 | Public Health | St. Mary's Hospital & Medical Center |
| 449-89/90 | Public Health | Transcription Stat, Inc. |
| 450-89/90 | Public Health | STS Supertypes Services |
| 451-89/90 | Public Health | Bay Area Medical Transcription Services |
| 452-89/90 | Public Health | St. Vincent's School for Boys |
| 453-89/90 | Public Health | Professional Telephone Enterprises |
| 454-89/90 | Public Health | Western Medical Services |
| 455-89/90 | Public Health | Cameron and Company |

CLASSIFICATION MATTERS

1033-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|--|--|
| 456-89/90 | Public Health | Sequoia Hospital District, Redwood City |
| 457-89/90 | Public Health | University of California, San Francisco |
| 458-89/90 | Public Health | University of California, San Francisco |
| 459-89/90 | Public Utilities Commission | Environmental Internship Program/CA |
| 460-89/90 | Public Utilities Commission | Parsons Brinckerhoff Quade & Douglas, Inc. |
| 461-89/90 | Public Works | S.O.H. & Associates |
| 462-89/90 | Public Works | Anshen & Allen |
| 463-89/90 | Public Works | Analysts, Inc. |
| 464-89/90 | Public Works | National Safety Council Safety Training Institute |
| 465-89/90 | Purchasing | Bedford Consulting |
| 466-89/90 | SFUSD | Testing Engineers, Inc. |
| 467-89/90 | SFUSD | Testing Engineers, Inc. |
| 468-89/90 | SFUSD | Harding Lawson Associates |
| 469-89/90 | SFUSD | Signet Testing Laboratories |
| 470-89/90 | Social Services | Focal Point Productions |
| 471-89/90 | Social Services | Family School |
| 472-89/90 | Human Rights Commission | U.S. Government/ Intergovernmental Personnel Act |
| 473-89/90 | Public Utilities Commission | Clayton Environmental |
| 474-89/90 | Public Utilities Commission | Harding Lawson, Inc. |
| 475-89/90 | Public Utilities Commission | Ecology and Environmental |
| Action: | Adopt staff report; notify the offices of the Controller and the Purchaser. | |

CLASSIFICATION MATTERS

1034-90 Classification of positions in various City departments.
(Calendar Item No. 5)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|----------------------------------|---------------------|--|--|
| PUC/MUNI | 1 | A945 Director of Community Affairs (\$2264B2752) | Establish Class 9148 Director of Community Affairs, Municipal Railway (J,Z Sch. 65.6 \$2242B2726) Draft class specification as detailed in the staff report. |
| Public Health/ Central Office | 1 | 1426 Senior Clerk Typist (Sch. 45.6 \$858B1037) | Same |
| | 1 | 1652 Senior Accountant (Sch. Z 52.3 \$1180B1429) | Same |
| City Planning | 1 | A009 Deputy Zoning Administrator (\$2401B2918) | Establish Class 5109 Deputy Zoning Administrator (J,Z Sch. 67.0 \$2401B2918) Draft class specification as detailed in the staff report. |

Action: Adopt staff report.

1035-90 Amendment of class specification for Class 1512 Confidential
Secretary and Executive Assistant to Public Defender.
(Calendar Item No. 6)

Action: Adopt staff report; amend the class specification for
Class 1512 Confidential Secretary and Executive
Assistant to Public Defender (Z, Sch. 55.0 \$1342B1626).
Amended class specification as detailed in the staff
report.

COMPENSATION MATTERS

2035-90 Reconsideration of staff denial from the Law Offices of Van Bourg,
Weinberg, Roger and Rosenfeld for pay parity between Classes 5120,
5268, 5269, 5270, and 5273 in the architect series and comparable
positions in the engineering series. (Calendar Item No. 17)

February 5, 1990: Over to the meeting of March 5, 1990 at the
request of the appellants' attorney.

Action: 1. Grant internal adjustment of 1.0 steps to Class
5120 Architectural Administrator and 0.5 steps to
Class 5273 Principal Architect.

COMPENSATION MATTERS (cont.)

2035-90
(cont.)

2. Deny the balance of the request.

2045-90 Reconsideration of staff denial of a request from Transport Workers Union, Local 200 for a salary adjustment for Class 9135 Passenger Service Specialist. (Calendar Item No. 24)

Action: Over to the Special Meeting of March 12, 1990 at the request of the Transport Workers Union.

2047-90 Reconsideration of staff denial of request from Fred Milligan on behalf of Class 2946 Senior Eligibility Worker Supervisors at the Department of Social Services and Department of Public Health for an internal salary adjustment. (Calendar Item No. 18)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Department of Social Services.

Action: Grant Class 2946 Senior Eligibility Worker Supervisor an internal adjustment of 2.0 steps.

2049-90 Reconsideration of staff denial of request from the Airports Commission for internal adjustment for Class 3560 Director, Bureau of Exhibits and Cultural Education, Airport. (Calendar Item No. 19)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Airports Commission.

Action: Over to the Special Meeting of March 12, 1990 at the request of the Airports Commission.

2051-90 Reconsideration of staff denial of request from S.E.I.U. Local 535 for salary adjustment for Class 2911 Eligibility Appeals Specialist. (Calendar Item No. 20)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Department of Social Services.

Action: Adopt staff report; deny request.

2052-90 Reconsideration of staff denial of request from International Federation of Professional and Technical Engineers, Local 21, for internal salary adjustments and other salary amendments. (Calendar Item No. 21)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 21.

Action: 1. Request regarding Class 2556 Physical Therapist and related classes over to the Special Meeting of March 12, 1990.

COMPENSATION MATTERS (cont.)

2052-90
(cont.)

2. The General Manager, Personnel directed to request of the Controller his plans to offer training to enable persons in the accounting series to transition into performance auditing classes.
3. Deny all other requests.

2053-90 Reconsideration of staff denial from Transport Workers Union, Local 250-A, for internal adjustments for the Environmental Health Inspector series. (Calendar Item No. 22)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Transport Workers Union, Local 250-A.

Action: Adopt staff report; deny request.

2054-90 Reconsideration of staff denial of request from United Public Employees, Local 790 for internal salary adjustments. (Calendar Item No. 16)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 790.

Action:

1. Request for Class 9212 Airfield Safety Officer over to the Special Meeting of March 12, 1990; the Commission requests that a representative from the Airports Commission be in attendance on this item.
2. Requests for Class 3450 Architectural Inspector and Class 2517 Jail Medical Technician denied.
3. Requests for Class 6108 Environmental Health Technician I and Class 6110 Environmental Health Technician II denied (Vote of 4 to 1: Commissioner Mickins dissents).

2079-90 Salary adjustments arising out of the Salary Standardization Process for 1990-91. (Calendar Item No. 23)

Action: Adopt staff report; notify and forward to the Board of Supervisors.

2082-90 Reconsideration of staff denial from Public Utilities Commission, Water Department to grant an internal adjustment to Classes 5162 Water Purification Division Manager and 5161 Water Purification Assistant Division Manager. (Calendar Item No. 25)

Action: Over to the Special Meeting of March 12, 1990 at the request of the Public Utilities Commission.

COMPENSATION MATTERS (cont.)

2083-90 Reconsideration of staff denial from Public Utilities Commission, San Francisco Municipal Railway for an internal adjustment to Class 7472 Wire Rope Cable Maintenance Mechanic. (Calendar Item No. 26)

Action: Over to the Special Meeting of March 12, 1990 at the request of staff due to late submission of information.

2089-90 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 8)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2090-90 Request for appointment above the entrance rate for various employees. (Calendar Item No. 7)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|--------------------------------------|-----------------------|-------------------------|
| David Anderson 3340 Zoo Director | Recreation and Park | 5 | 5 |
| Rina Cutler 1101 Director, Parking and Traffic Commission | Parking and Traffic Commission | 5 | 5 |
| Margaret Trezevant 2320 Registered Nurse | Public Health | 5 | 5 |

B. TEMPORARY EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|---|------------------------------------|-----------------------|--|
| Deborah Walters 1446 Secretary II | Chief Administrative Officer | 3 | 3 12/31/90 |
| Peter Schumacher 1819 MIS Specialist III | Controller | 3 | 3 12/31/90 |
| Paula Connors 1665 Director, Patient Accounts | Public Health | 4 | 4 12/31/90 |
| Brian Katcher 2454 Clinical Pharmacist | Public Health | 5 | 5 12/31/90 |
| David Robinett 3339 Assistant Zoo Director | Recreation and Park | 5 | 5 12/31/90 |

Action: Adopt staff report.

EXAMINATION MATTERS

- 3014-90 Appeal of rejection from Class Q2 Police Officer by Glenn A. Ortega. (Calendar Item No. 27)
- Action: Over to the meeting of April 2, 1990 at the request of Mr. Ortega's attorney.
- 3055-90 Request to issue Class 2940 Child Welfare Worker examination announcement promotive only and require specialized experience in Class 2910 Social Worker or in Class 2912 Senior Social Worker. (Calendar Item No. 13)
- Action: Adopt staff report; issue Class 2940 Child Welfare Worker examination announcement promotive only requiring two years of long term placement experience in Family and Children's Services in Class 2910 or Class 2912.

IN-SERVICE MATTERS

- 4264-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 7470 Watershed Keeper from six (6) months to one (1) year. (Calendar Item No. 9)
- Action: Post for adoption following meet and confer.
- 4273-90 Appeal of the decision of the General Manager, Personnel to place Hugh Macbeth under waiver for positions in Class 2932 Senior Psychiatric Social Worker which require six (6) months experience performing direct clinic services with the HIV population. (Calendar Item No. 29)
- Action: Off calendar. Mr. Macbeth to submit all information regarding his credentials toward meeting this waiver for evaluation by Civil Service Commission staff.
- 4274-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 1125 Division Manager, Registrar of Voters from six (6) months to one (1) year. (Calendar Item No. 10)
- Action: Post for adoption following meet and confer.
- 4276-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 11)
- Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

IN-SERVICE MATTERS (cont.)

4282-90 Backdated reappointment of Walter M. Wilson to allow for restoration of salary step, sick pay credits and vacation accrual rate based on anniversary date of February 23, 1972. (Calendar Item No. 12)

Action: Approve request. Backdate reappointment to allow Walter M. Wilson to maintain his original anniversary date of February 23, 1972.

4762-89 Appeal of the decision of the General Manager, Personnel, denying request by Anthony Smerdel to change his ethnicity identification from "White" to "Hispanic." (Calendar Item No. 28)

September 18, 1989: Off calendar. Civil Service Commission EEO Unit to notify the Assistant Secretary when prepared to proceed.

October 16, 1989: Over to the meeting of November 6, 1989 at Mr. Smerdel's request (meeting recessed).

November 6, 1989: Off calendar at the request of Mr. Smerdel's attorney.

February 5, 1990: Over to the meeting of March 5, 1990 at the joint request of Mr. Smerdel's attorney and the Civil Service Commission EEO Unit.

Action: Adopt staff report; deny appeal (Vote of 4 to 1: Commissioner Texidor del Portillo dissents).

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 5, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Darrell S. Allen, 7410 Automotive Service Worker, 16/E-9, Purchasing Department, Central Shops, 11/28/89. (Calendar Item No. 33) (4)

January 8, 1990: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union.

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Purchasing Department.

Action: Off calendar at the request of the Purchasing Department.

Michael A. Benson, 2708 Custodian, 84/E-4, Recreation and Park Commission, 1/9/90. (Calendar Item No. 38) (4)

Action: Over to the meeting of March 19, 1990 at the request of Local 790.

Michael Bones, 5310 Surveyor's Field Assistant, 11/E-8, Airports Commission, 12/12/89. (Calendar Item No. 41) (4)

January 8, 1990: Over to the meeting of February 5, 1990 at the request of Mr. Bones' attorney.

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Mr. Bones' attorney.

Action: Off calendar at the request of the Airports Commission.

Gregory Currivan, 7367 Radio Technician, 6/E-11, Airports Commission, 1/1/90. (Calendar Item No. 35) (4)

Action: Over to the meeting of April 2, 1990 at Mr. Currivan's request.

Gwendolyn Dedmon, 9163 Transit Operator, 436/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/5/89. (Calendar Item No. 40) (7)

November 20, 1989: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union.

January 8, 1990: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union, Local 250-A.

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Transport Workers Union.

Action: Over to the meeting of April 2, 1990 at the request of the Transport Workers Union.

Diane Dorsey, 1424 Clerk Typist, 5/E-254, Airports Commission, 1/1/90. (Calendar Item No. 43) (6)

Action: Accept the resignation as certified. Not to be employed again by the Airports Commission.

William L. Gorwood, 8205 Institutional Police Sergeant, 15/CPE-4, San Francisco War Memorial and Performing Arts Center, 1/18/90. (Calendar Item No. 37) (4)

Action: Over to the meeting of March 19, 1990 at the request of the War Memorial.

Thomas Hutchings, 7344 Carpenter, 6/E-10, Public Utilities Commission, San Francisco Water Department, 9/6/89. (Calendar Item No. 34) (4)

October 2, 1989: Over to the meeting of November 6, 1989 at the request of Mr. Hutchings' attorney.

November 6, 1989: Over to the meeting of December 4, 1989 at the request of Mr. Hutchings' attorney.

December 4, 1989: Over to the meeting of January 8, 1990 at the request of the Public Utilities Commission.

January 8, 1990: Over to the meeting of February 5, 1990 at the request of Mr. Hutchings' attorney.

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Mr. Hutchings' attorney.

Action: Return name to reemployment register. The Commission retains jurisdiction over this matter and will make a final determination upon receipt of the investigatory report by the District Attorney's Office.

Amelia Kan, 1632 Senior Account Clerk, 37/CPE-1, Recreation and Park Commission, 12/7/89. (Calendar Item No. 39) (7)

January 8, 1990: Over to the meeting of March 5, 1990 at tMs. Kan's request.

Action: Over to the meeting of March 19, 1990 at the request of Local 790.

Mary K. Patasaw, 2302 Orderly, 6/E-239, Department of Public Health, San Francisco General Hospital Medical Center, 12/28/89. (Calendar Item No. 42) (7)

Action: Off calendar at the request of Local 250. Ms. Patasaw to notify the Assistant Secretary when prepared to proceed. Ms. Patasaw to remain ineligible for all City and County employment pending final determination by the Civil Service Commission.

Jennifer Sykes, 2672 Children's Center Assistant, San Francisco Unified School District, 1/17/90. (Calendar Item No. 32) (1)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the San Francisco Unified School District.

Action: Over to the meeting of March 19, 1990 at the request of Local 790.

Arthur Wade, 2908 Hospital Eligibility Worker, 3/CPE-1, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 44) (6)

January 22, 1990: Over to the meeting of February 5, 1990 at the request Local 535

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 535.

Action: Off calendar at the request of Local 535. Mr. Wade to notify the Assistant Secretary when prepared to proceed. Mr. Wade to remain ineligible for all City and County employment pending final determination by the Civil Service Commission.

King Wang, 1458 Legal Secretary I, 8/CPE-22, Office of the District Attorney, 1/9/90. (Calendar Item No. 31) (5)

January 22, 1990: Over to the meeting of March 5, 1990 at Ms. Wang's request.

Action: Approve. Return name to eligible list for Class 1458 Legal Secretary I. Reinstate to a position in the class from which promoted in Class 1446 Secretary II. Not to be employed again by the Office of the District Attorney.

Steve C. Ward, 7372 Stationary Engineer, Sewage Plant, 28/E-32, Department of Public Works, 1/5/90. (Calendar Item No. 36) (4)

Action: Off calendar at the request of the Department of Public Works.

GENERAL MANAGER'S REPORT. (Calendar Item No. 14)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 15)

None.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 46)

None.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO
Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

SPECIAL MEETING MINUTES

MARCH 5, 1990

ROOM 282, SECOND FLOOR, CITY HALL

2 P.M.

DOCUMENTS DEPT.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo
Commissioner Tomoda

CITY OF SAN FRANCISCO
MAR 6 1990

ITEM NO.

IN-SERVICE MATTERS

(1) Report and Recommendation from the Joint Committee established by Proposition H (November, 1989 election) regarding the transfer of sick leave credits. (File No. 4301-90)

January 8, 1990: The President designated herself and Commissioner A. Lee Munson to represent the Civil Service Commission at the Joint Committee hearings.

Action: Approve recommendation of the Joint Committee; notify the Board of Supervisors.



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

SPECIAL MEETING MINUTES

MARCH 12, 1990

9:30 A.M.

DOCUMENTS DIVISION

MAR 13 1990

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Mickins
Commissioner Munson
Commissioner Tomoda

Excused: Commissioner Donovan
Commissioner Texidor del Portillo

Commissioner Munson presided

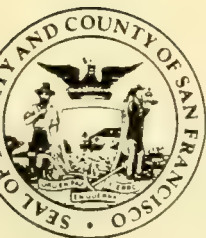
COMPENSATION MATTERS

2103-90 Reconsideration of staff denial of a request from Neyhart, Anderson, Nussbaum, Reilly and Freitas for a salary adjustment for certain classes represented by the Laborers Union, Electricians Union and the Sheet Metal Workers Union. (Calendar Item No. 1)

- Action:
1. The Commission directed the staff to make a proposal to rebench classifications on several current benchmarks - Laborers, Electricians, Carpenters and Sheet Metal Workers - and to meet and confer on the proposal with the concerned employee organizations.
 2. Indicate in the salary report to the Board of Supervisors that the classifications involved are subject to further review.

Local 21 disassociated itself from this proposal.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

SPECIAL MEETING MINUTES

MARCH 12, 1990

9 A.M.

Present: Commissioner Mickins
Commissioner Munson
Commissioner Tomoda

Excused: Commissioner Donovan
Commissioner Texidor del Portillo

Commissioner Munson presided

ANNOUNCEMENT:

The Civil Service Commission met with the City Attorney in closed session today at 9 A.M. in Room 154C City Hall pursuant to Section 54956.9 (b)(1) of the Government Code of the State of California to discuss potential litigation. Commissioners Munson, Mickins and Tomoda were present. No action was taken.

COMPENSATION MATTERS

2045-90 Reconsideration of staff denial of a request from Transport Workers Union, Local 200 for a salary adjustment for Class 9135 Passenger Service Specialist. (Calendar Item No. 2)

March 5, 1990: Over to the Special Meeting of March 12, 1990 at the request of the Transport Workers Union.

Action: Off calendar. No action taken.

2049-90 Reconsideration of staff denial of request from the Airports Commission for internal adjustment for Class 3560 Director, Bureau of Exhibits and Cultural Education, Airport. (Calendar Item No. 3)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Airports Commission.

March 5, 1990: Over to the Special Meeting of March 12, 1990 at the request of the Airports Commission.

Action: Over to the meeting of March 19, 1990. Staff to investigate appropriateness of present classification.

COMPENSATION MATTERS (cont.)

- 2052-90 Reconsideration of staff denial of request from International Federation of Professional and Technical Engineers, Local 21, for internal salary adjustments and other salary amendments. (Calendar Item No. 1)
- February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 21.
- March 5, 1990: 1. Request regarding Class 2556 Physical Therapist and related classes over to the Special Meeting of March 12, 1990.
2. The General Manager, Personnel directed to request of the Controller his plans to offer training to enable persons in the accounting series to transition into performance auditing classes.
3. Deny all other requests.
- Action: 1. Suspend use of Class 2556 Physical Therapist benchmark for one year.
2. Move all classes currently on the Class 2556 Physical Therapist benchmark to the Class 2312 Licensed Vocational Nurse benchmark.
3. Grant 1.0 step internal adjustment to the following classes:
- Class 2548 Occupational Therapist
 Class 2550 Senior Occupational Therapist
 Class 2556 Physical Therapist
 Class 2558 Senior Physical Therapist
 Class 2560 Rehabilitation Counselor
4. Undertake a classification study of the Occupational Therapist, Physical Therapist and related classes with a view toward increasing career opportunities and emulating practices in other agencies and institutions to be completed prior to the 1991-1992 Salary Survey.
5. Reinstate first step salary appointment for Class 2548 Occupational Therapist and Class 2556 Physical Therapist.

- 2054-90 Reconsideration of staff denial of request from United Public Employees, Local 790 for internal salary adjustments. (Calendar Item No. 4)
- February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 790.
- March 5, 1990: 1. Request for Class 9212 Airfield Safety Officer over to the Special Meeting of March 12, 1990; the Commission requests that a representative from the Airports Commission be in attendance on this item.
2. Requests for Class 3450 Architectural Inspector and Class 2517 Jail Medical Technician denied.

COMPENSATION MATTERS (cont.)

2054-90
(cont.)

3. Requests for Class 6108 Environmental Health Technician I and Class 6110 Environmental Health Technician II denied (Vote of 4 to 1: Commissioner Mickins dissents).

- Action:
1. Grant Class 9212 Airfield Safety Officer a 1.0 internal adjustment.
 2. Staff directed to conduct a classification study of Class 9212 Airfield Safety Officer; study to be completed by July 1, 1990.

2082-90

Reconsideration of staff denial from Public Utilities Commission, Water Department to grant an internal adjustment to Classes 5162 Water Purification Division Manager and 5161 Water Purification Assistant Division Manager. (Calendar Item No. 5)

March 5, 1990: Over to the Special Meeting of March 12, 1990 at the request of the Public Utilities Commission.

Action: Off calendar. No action taken.

2083-90

Reconsideration of staff denial from Public Utilities Commission, San Francisco Municipal Railway for an internal adjustment to Class 7472 Wire Rope Cable Maintenance Mechanic. (Calendar Item No. 6)

March 5, 1990: Over to the Special Meeting of March 12, 1990 at the request of staff due to late submission of information.

- Action:
1. Adopt staff report; deny request.
 2. Notify the Mayor's Employee Relations Division that the Commission supports the request for premium pay for this class.

2093-90

Reconsideration of staff denial of a request from William Lehew for an internal adjustment for Class 9241 Airport Electrician Supervisor. (Calendar Item No. 7)

Action: Adopt staff report; deny request.

2096-90

Salary Standardization, 1990-91, adjustments and amendments: inclusion of private sector salary data and latest public sector data: final benchmark salary recommendations. (Calendar Item No. 9)

- Action:
1. Item 5 of staff report regarding Class 1235 Affirmative Action Coordinator off calendar.
 2. Indicate in the salary report to the Board of Supervisors that the position of Sheriff is subject to further review.

COMPENSATION MATTERS (cont.)

2096-90
(cont.)

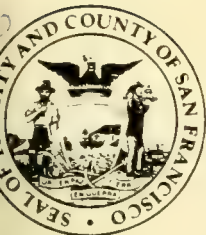
3. Deny request of Local 3 regarding data for Class 7328 Operating Engineer, Universal.
4. Deny request of Local 21 regarding inclusion of San Mateo County data.
5. Adopt staff report on all other items.

2101-90

Reconsideration of staff denial of a request from employees in Class 1231 Associate Affirmative Action Coordinator for an internal salary adjustment. (Calendar Item No. 8)

Action: Adopt staff report; deny request.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

DOCUMENTS DEPARTMENT

3-19-90

SAN FRANCISCO
PUBLIC LIBRARY

REGULAR MEETING - MARCH 19, 1990

PART I - 2 P.M.

Present: Commissioner Donovan

(Items Missed: 19, 21 and 25)

Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo
Commissioner Tomoda

Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of March 5, 1990

Action: Approve.

ANNOUNCEMENTS:

The Civil Service Commission met with the City Attorney in closed session on Monday, March 19, 1990 at 1 P.M. in Room 154C City Hall pursuant to Section 54956.9(b)(1) of the Government Code of the State of California to discuss potential litigation. Present were Commissioners Texidor del Portillo, Munson, Donovan, Mickins and Tomoda. No action was taken.

CLASSIFICATION MATTERS

1044-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------------|--|
| 476-89/90 | Airport | John F. Brown Company |
| 477-89/90 | Human Rights Commission | Stanford Mid-Peninsula Urban Coalition Operation Sentinel |
| 478-89/90 | Public Health | Bayview-Hunter's Point Foundation for Community Improvement, Inc. (Bayview Drug Treatment) |

CLASSIFICATION MATTERS1044-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-----------------------------|---|
| 479-89/90 | Public Health | Bayview-Hunter's Point Foundation for Community Improvement, Inc. (Center for Problem Drinkers) |
| 480-89/90 | Public Health | Chemical Awareness & Treatment Services, Inc. |
| 481-89/90 | Public Health | Haight Ashbury Free Clinics, Inc. (Haight Ashbury Alcohol Treatment Services) |
| 482-89/90 | Public Health | North of Market Senior Services, Inc. |
| 483-89/90 | Public Health | S.F. Pretrial Diversion Project, Inc. |
| 484-89/90 | Public Health | Damon Clinical Laboratories |
| 485-89/90 | Public Health | Bay Area Portable, Inc. |
| 486-89/90 | Public Health | Communication & Language Line, Inc. |
| 487-89/90 | Public Health | Asian American Health Forum |
| 488-89/90 | Public Utilities Commission | Bookman-Edmondston Engineering, Inc. |
| 489-89/90 | Public Utilities Commission | Stone & Webster Management Consultants |
| 490-89/90 | Public Works | Anlab |
| 491-89/90 | SFUSD | Hardison Komatsu Ivelich Tucker |
| 492-89/90 | SFUSD | Gerson/Overstreet |
| 493-89/90 | SFUSD | Simon Martin/SMWM |
| 494-89/90 | SFUSD | EKONA |
| 495-89/90 | SFUSD | Peters, Clayberg & Caulfield/IDG |
| 496-89/90 | SFUSD | Gordon Chong & Associates |
| 497-89/90 | SFUSD | Robert Wong Associates |
| 498-89/90 | SFUSD | Finger and Moy Architects |
| 499-89/90 | SFLSD | Levikow and Associates |
| 500-89/90 | SFUSD | Joseph Chow and Associates |
| 501-89/90 | SFUSD | Grossman/Gutierrez |
| 502-89/90 | SFUSD | Foster Engineering, Inc. |
| 503-89/90 | SFUSD | Foster Engineering, Inc. |
| 504-89/90 | Social Services | Tenderloin Housing Clinic (THC) |

CLASSIFICATION MATTERS

1044-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|-----------------------------------|
| 505-89/90 | Social Services | Tenderloin Housing Clinic (THC) |
| 506-89/90 | Social Services | Travelers Aid of San Francisco |
| 507-89/90 | Social Services | To Be Named Later |
| 508-89/90 | Social Services | Catholic Charities |
| 509-89/90 | Public Works | Chorssen Associates |
| 510-89/90 | Public Works | Chorssen Associates |
| 511-89/90 | Public Works | Chorssen Associates |
| 512-89/90 | Public Works | Clayton Environmental Consultants |

- Action:
1. Contract Number 507-89/90 off calendar at the request of the Department of Social Services.
 2. Adopt staff report on the remaining contracts; notify the offices of the Controller and the Purchaser.

1045-90 Classification of positions in various City departments.
(Calendar Item No. 5)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|-----------------------------|-----------------|--|---|
| Public Utilities Commission | 1 | A918 Manager of Elderly & Handicapped Services (J \$2066B2066) | Establish Class 9146 Manager, Elderly and Handicapped Programs, Municipal Railway (J,Z Sch. 59.9 \$1698B2063). Draft class specification as detailed in the staff report. |
| Social Services | 33 | 2940 Child Welfare Worker (Sch. 55.1 \$1349B1634) | Same |
| Rent Arbitration | 4 | A996 Rent Board Hearing Officer (J \$1528B1853) | Establish Class 8162 Rent Board Hearing Officer (Sch. 57.7 \$1528B1853). Draft class specification as detailed in the staff report. |

CLASSIFICATION MATTERS

| 1045-90 (cont.) | <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|--------------------|--|---------------------|---|--|
| | Public Health/ Central Office | 1 | 1656 Head Accountant (Sch. 58.6 \$1596B1936) | Same |
| | | 1 | 1866 Systems & Procedures Supervisor (Sch. 62.9 \$1965B2388) | Same |
| | Public Health/ Laguna Honda Hospital | 1 | 2233 Supervising Physician Specialist (Sch. 70.0 \$2779B3378) | Same |
| | | 1 | 1428 Ward Clerk (Sch. 46.8 \$908B1099) | Same |
| | | 1 | 2112 Medical Records Technician (Sch. 48.8 \$998B1208) | Same |
| | | 1 | 2230 Physician Specialist (Sch. 67.5 \$2459B2989) | Same |
| | | 1 | 2230 Physician Specialist (Sch. 67.5 \$2459B2989) | Same |
| | | 14 | 2302 Orderly (Sch. 46.4 \$891B1078) | Same |
| | | 4 | 2312 Licensed Vocational Nurse (Sch. 47.8 \$952B1152) | Same |
| | | 1 | 2495 Senior Radiologic Technician (Sch. 53.4 \$1243B1506) | Same |
| | Public Health/ Laguna Honda Hospital (cont.) | 1 | 2536 Respiratory Care Practitioner (Sch. 49.8 \$1047B1267) | Same |
| | | 1 | 2604 Food Service Worker (Sch. 43.4 \$773B934) | Same |
| | | 1 | 2736 Porter (Sch. 43.9 \$792B956) | Same |
| | | 1 | 2774 Senior Sewing Technician (Sch. 45.6 \$858B1037) | Same |
| | | 1 | 2908 Hospital Eligibility Worker (Sch. 48.9 \$1003B1214) | Same |
| | | 10 | 2320 Registered Nurse (Sch. 53.8 \$1538.40B1800) | Same |
| | | 1 | 2322 Head Nurse (Sch. 51.7 \$1791B2243) | Same |
| | Public Health/ SFGH | 1 | A940 Operations Analyst (Sch. 50.6 \$1226B1484) | 1840 Junior Management Assistant (Sch. 50.6 \$1088B1316) |

CLASSIFICATION MATTERS

1045-90
(cont.)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|------------------------|---------------------|--|------------------------------|
| Public Health/ CMHS | 1 | 1426 Senior Clerk Typist (Sch. 45.6 \$858B1037) | Same |

Action: Adopt staff report.

MAR 23 1990

1046-90 Establishment of a new classification of 7337 Maintenance Machinist Assistant Supervisor. (Calendar Item No. 6)

Action: Adopt staff report.

1. Establish a new classification of 7337 Maintenance Machinist Assistant Supervisor (Sch. J 58.1 \$1558B1890).
2. Advise the Civil Service Examination Unit to administer an examination for the new classification.
3. Advise the Purchaser to include a position in the new class in its Fiscal Year 1990-91 Budget.

COMPENSATION MATTERS

2049-90 Reconsideration of staff denial of request from the Airports Commission for internal adjustment for Class 3560 Director, Bureau of Exhibits and Cultural Education, Airport. (Calendar Item No. 13)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Airports Commission.

March 5, 1990: Over to the Special Meeting of March 12, 1990 at the request of the Airports Commission.

March 12, 1990: Over to the meeting of March 19, 1990. Staff to investigate appropriateness of present classification.

Action: Grant Class 3560 Director, Bureau of Exhibits and Cultural Education, Airport, a 1.0 step internal adjustment.

2096-90 Addendum to File No. 2096-90:

Salary Standardization, 1990-91, adjustments and amendments: inclusion of private sector salary data and latest public sector data: final benchmark salary recommendations. (Calendar Item No. 14)

March 12, 1990: Indicate in the salary report to the Board of Supervisors that the position of Sheriff is subject to further review.

Action: Adopt addendum report; forward to the Board of Supervisors.

1. Grant Class 8350 Sheriff an internal adjustment of 7 percent (Vote of 4 to 1: Commissioner Tomoda dissents).

CLASSIFICATION MATTERS

1045-90
(cont.)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|------------------------|---------------------|--|------------------------------|
| Public Health/ CMHS | 1 | 1426 Senior Clerk Typist (Sch. 45.6 \$858B1037) | Same |

Action: Adopt staff report.

1046-90

Establishment of a new classification of 7337 Maintenance Machinist Assistant Supervisor. (Calendar Item No. 6)

Action: Adopt staff report.

1. Establish a new classification of 7337 Maintenance Machinist Assistant Supervisor (Sch. J 58.1 \$1558B1890).
2. Advise the Civil Service Examination Unit to administer an examination for the new classification.
3. Advise the Purchaser to include a position in the new class in its Fiscal Year 1990-91 Budget.

COMPENSATION MATTERS

2049-90

Reconsideration of staff denial of request from the Airports Commission for internal adjustment for Class 3560 Director, Bureau of Exhibits and Cultural Education, Airport. (Calendar Item No. 13)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Airports Commission.

March 5, 1990: Over to the Special Meeting of March 12, 1990 at the request of the Airports Commission.

March 12, 1990: Over to the meeting of March 19, 1990. Staff to investigate appropriateness of present classification.

Action: Grant Class 3560 Director, Bureau of Exhibits and Cultural Education, Airport, a 1.0 step internal adjustment.

2096-90

Addendum to File No. 2096-90:

Salary Standardization, 1990-91, adjustments and amendments: inclusion of private sector salary data and latest public sector data: final benchmark salary recommendations. (Calendar Item No. 14)

March 12, 1990: Indicate in the salary report to the Board of Supervisors that the position of Sheriff is subject to further review.

Action: Adopt addendum report; forward to the Board of Supervisors.

1. Grant Class 8350 Sheriff an internal adjustment of 1.2 steps (Vote of 4 to 1: Commissioner Tomoda dissents).

COMPENSATION MATTERS (cont.)

2096-90
(cont.)

2. Provide final salary increase for Class 8214 Parking Control Officer benchmark for Fiscal Year 1990-91. This was referred back to the Civil Service Commission by the Board of Supervisors.
3. Grant 1.0 step internal adjustment to the following Classes:
Class 2538 Audiometrist
Class 2540 Audiologist
Class 2542 Speech Pathologist
Class 2555 Physical Therapist Assistant

IN-SERVICE MATTERS

4140-90 Appeal of rejection from Class 9163 Transit Operator by Kenneth Block. (Calendar Item No. 16)

Action: Over to the meeting of April 2, 1990 at Mr. Block's request.

4264-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 7470 Watershed Keeper from six (6) months to one (1) year. (Calendar Item No. 7)

March 5, 1990: Post for adoption following meet and confer.

Action: Adopt.

4274-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 1125 Division Manager, Registrar of Voters from six (6) months to one (1) year. (Calendar Item No. 8)

March 5, 1990: Post for adoption following meet and confer.

Action: Adopt.

4353-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 10)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

IN-SERVICE MATTERS (cont.)

4362-90 Determination of future employability of Darrell Allen.
(Calendar Item No. 15)

Action: Adopt staff report as amended; cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three (3) years work experience outside the City and County service.

4675-89 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 4260 Real Property Appraiser Trainee, from six months to one (1) year. (Calendar Item No. 9)

August 7, 1989: Post for adoption following meet and confer.

Action: Adopt.

SPECIAL ORDER OF BUSINESS AT 5 P.M.

Hearing on Civil Service Charter provisions.

Topic I: Examination Issues - Excluding Protests and Appeals.

The following persons addressed the Commission:

Sam Yockey, Controller
Julia Lopez, General Manager, Department of Social Services
Joyce Ream, Executive Director, Commission on Aging
Claude Everhart, Deputy Mayor, Mayor's Office
James Ilnicki, Airport
Robert Tecco, Purchasing
Carol Sam, Recreation and Park
John Maguire, San Francisco Public Library
Alice Villagomez, Department of Public Health
Maggie Jacobsen, Mayor's Employee Relations Division
Tod Cochran, Local 790
Ursula Sass-Bellamy, Local 790
Alice Cooper, Local 790
Charles Mann, Local 790

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 19, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Lolita Arcia, 2302 Orderly, 120/E-309, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 23) (6)

Action: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

Michael A. Benson, 2708 Custodian, 84/E-4, Recreation and Park Commission, 1/9/90. (Calendar Item No. 21) (4)

March 5, 1990: Over to the meeting of March 19, 1990 at the request of Local 790.

Action: Return name to eligible list for Class 2708 Custodian. Not to be employed again by the Recreation and Park Commission.

Florence J. Comeaux, 2312 Licensed Vocational Nurse, 41/E-78, Department of Public Health, Laguna Honda Hospital, 11/29/89. (Calendar Item No. 24) (6)

Action: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

William L. Gorwood, 8205 Institutional Police Sergeant, 15/CPE-4, San Francisco War Memorial and Performing Arts Center, 1/18/90. (Calendar Item No. 20) (4)

March 5, 1990: Over to the meeting of March 19, 1990 at the request of the War Memorial.

Action: Over to the meeting of April 2, 1990 at Mr. Gorwood's request. (Special Order of Business at 3 P.M.).

Amelia Kan, 1632 Senior Account Clerk, 37/CPE-1, Recreation and Park Commission, 12/7/89. (Calendar Item No. 25) (7)

January 8, 1990: Over to the meeting of March 5, 1990 at Ms. Kan's request.

March 5, 1990: Over to the meeting of March 19, 1990 at the request of Local 790.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Recreation and Park Commission. The Commission directed the General Manager, Personnel to assist Ms. Kan in obtaining counseling, if she requests assistance.

Andre Rouleau, 2320 Registered Nurse, 6/E-849, Department of Public Health, Laguna Honda Hospital, 2/5/90. (Calendar Item No. 22) (4)

Action: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

Jennifer Sykes, 2672 Children's Center Assistant, San Francisco Unified School District, 1/17/90. (Calendar Item No. 19) (1)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the San Francisco Unified School District.

March 5, 1990: Over to the meeting of March 19, 1990 at the request of Local 790.

Action: Approve the separation. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Experience acquired prior to the effective date of the termination may apply toward fulfilling the work experience requirement.

GENERAL MANAGER'S REPORT (Calendar Item No. 11)

Request for internal adjustments for several classes on the Carpenter, General Laborer and Electrician benchmark represented by Neyhart, Anderson, Nussbaum, Reilly and Freitas to reestablish 1988-89 relationships to benchmark classes. (File No. 2103-90)

Action: Deny request.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 12)

1. The Commission will consider a report from the Department of Public Health Decentralized Personnel Unit at its next meeting, Monday, April 2, 1990 as a Special Order of Business at 4 P.M.
2. President Texidor del Portillo appointed Commissioner Tomoda as a Committee of One to review existing policies and procedures on personal services contracts and to report back to the Commission.
3. President Texidor del Portillo appointed Commissioner Tomoda as a Committee of One to review existing policies and procedures on the salary standardization process and to report back to the Commission.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 26)

None.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

DOCUMENTS DEPT.

APR 9 1990

SAN FRANCISCO
PUBLIC LIBRARY

REGULAR MEETING - APRIL 2, 1990

PART I - 2 P.M.

Present: Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

Excused: Commissioner Donovan

Commissioner Texidor del Portillo presided

MINUTES: A. Special Meeting of March 12, 1990 (9 A.M.)
B. Special Meeting of March 12, 1990 (9:30 A.M.)
C. Regular Meeting of March 19, 1990

Action: Approve.

ANNOUNCEMENTS:

The Civil Service Commission met with the City Attorney in closed session on Monday, April 2, 1990 at 1 P.M. in Room 154C City Hall pursuant to Section 54956.9 of the Government Code of the State of California to discuss pending litigation in the matter of Loomis, et al. versus Silverman, et al. (Superior Court No. 811-096). Commissioner Texidor del Portillo, Mickins, Munson and Tomoda were present. No action was taken.

CLASSIFICATION MATTERS

1051-90 Classification of positions in various City departments.
(Calendar Item No. 5)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|----------------------------------|---------------------|--|------------------------------|
| Public Health/ Central Office | 1 | 1426 Senior Clerk Typist (Sch. 45.6 \$858B1037) | Same |
| | 1 | 1446 Secretary II (Sch. 47.6 \$943B1141) | Same |

CLASSIFICATION MATTERS (cont.)

| | | | | |
|--------------------|---|---------------------|---|---|
| 1051-90 (cont.) | <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
| | Public Health/ Central Office (cont.) | 1 | 1720 Data Entry Operator (Sch. 42.2 \$731B882) | Same |
| | Public Health/ SFGH | 1 | A758 Director of Financial Operations (Sch. 67.3 \$2435B2960) | 2143 Hospital Assistant Administrator (Sch. 65.3 \$2209B2685) |

- Action:
1. Matter related to A758 Director of Financial Operations off calendar at the request of the Department of Public Health.
 2. Adopt staff report on the remaining three positions.

1052-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| | | |
|---------------|----------------------------|--|
| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
| 513-89/90 | Fire | University of California, San Francisco |
| 514-89/90 | Fire | Aileen C. Hernandez Associates |
| 515-89/90 | Human Rights Commission | Psychological and Human Resources, Inc. |
| 516-89/90 | Public Health | Baker Places, Inc. |
| 517-89/90 | Public Health | Haight Ashbury Free Clinics, Inc. (Drug Detox, Rehab, & Aftercare) |
| 518-89/90 | Public Health | Regents of the University of California (PACE Program at SFGH Ward 93) |
| 519-89/90 | Public Health | Visiting Nurses & Hospice of S.F./Pacific Presbyterian Medical Center |
| 520-89/90 | Public Health | University of California, San Francisco |
| 521-89/90 | Public Health | University of California, SFGH Family Planning |
| 522-89/90 | Public Health | University of California, SFGH |
| 523-89/90 | Public Health | University of California, S.F. Institutional Health Policy |
| 524-89/90 | Public Health | Haight Ashbury Free Medical Clinics |

CLASSIFICATION MATTERS (cont.)

| | | | |
|--------------------|---------------|--|--------------------------------------|
| 1052-90 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
| | 525-89/90 | Public Health | Bayview Hunter's Point Foundation |
| | 526-89/90 | Public Health | Ernst and Young |
| | 527-89/90 | Public Health | Heidrick and Struggles, Inc. |
| | 528-89/90 | Public Works | Harding Lawson Associates |
| | 529-89/90 | Public Works | Testing Engineers, Inc. |
| | 530-89/90 | Public Works | Fong & Chan, Architects |
| | 531-89/90 | Public Works | Fong & Chan, Architects |
| | 532-89/90 | Controller | G.W. Consulting |
| | 533-89/90 | Controller | Baldwin Forrester & Company |
| | Action: | Adopt staff report; notify the offices of the Controller and the Purchaser. (Commissioner Tomoda abstained from voting on Contract Number 518-89/90 with the permission of the other members of the Commission). | |

COMPENSATION MATTERS

- 2123-90 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 7)
- Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

- 2124-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 6)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>Name and Class</u> | <u>Department</u> | <u>Step Requested</u> | <u>Step Recommended</u> |
|---|-------------------|-----------------------|-------------------------|
| Amy Ackerman 8174 Attorney | City Attorney | 2 | 2 |
| Beth O'Shea 9210 Airport Police Officer | Airport | 5 | 5 |
| Howard Vogt 9210 Airport Police Officer | Airport | 5 | 5 |
| James Horne 9210 Airport Police Officer | Airport | 5 | 5 |
| Steven Moss 9210 Airport Police Officer | Airport | 5 | 5 |

COMPENSATION MATTERS (cont.)

2124-90
(cont.)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>Name and Class</u> | <u>Department</u> | <u>Step Requested</u> | <u>Step Recommended</u> |
|--|-----------------------------|-----------------------|-------------------------|
| Anne Godfrey 1234 Director of Training | Civil Service Commission | 5 | 5 |
| Joseph Wyman 5278 Planner II | Port | 4 | 4 |
| Ana Carcamo 1444 Secretary I | Public Health | 3 | 3 |
| Jen-Yie Chen 5204 Assistant Civil Engineer | Public Utilities Commission | 5 | 5 |
| Gregorio Cruz 5206 Associate Civil Engineer | Public Works | 5 | 5 |
| Maurice Valencia 5208 Civil Engineer | SFUSD | 5 | 5 |
| Marilyn O'Keeffe 3558 Museum Registrar | Asian Art Museum | 3 | 3 |

B. TEMPORARY EXEMPT APPOINTMENTS

| <u>Name and Class</u> | <u>Department</u> | <u>Step Requested</u> | <u>Step Recommended and Duration</u> |
|--|-----------------------------|-----------------------|--------------------------------------|
| Marcia Lake 1866 System and Procedures Supervisor | Controller | 3 | 3 12/31/90 |
| Clark Bell 1872 Programmer Analyst | Controller | 3 | 3 12/31/90 |
| John Foreman 1826 City Shop Fleet Administrator | Purchasing | 4 | 4 12/31/90 |
| Jaime Levin 9146 Director of Community Affairs | Public Utilities Commission | 2 | 2 12/31/90 |

Action: Adopt staff report.

2126-90

Survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in State of California. (Calendar Item No. 12)

Action: Adopt staff report as amended to correct effective date to January 1, 1990; certify rates to the Board of Supervisors pursuant to Section 8.405 of the Charter.

EXAMINATION MATTERS

- 3014-90 Appeal of background rejection for Class Q2 Police Officer by Glenn A. Ortega. (Calendar Item No. 13)
- March 5, 1990: Over to the meeting of 4/2/90 at the request of Mr. Ortega's attorney.
- Action: Off calendar; appeal withdrawn verbally by Mr. Ortega's attorney at the Commission meeting.
- 3523-90 Appeal of background rejection for Class 9210 Airport Police Officer by Robert Shields. (Calendar Item No. 16)
- Action: Over to the meeting of May 21, 1990 at Mr. Shields' request.
- 3524-90 Appeal of background rejection for Class 9163 Transit Operator by Tiney Johnson. (Calendar Item No. 15)
- Action: Over to the meeting of April 16, 1990 at the joint request of the Public Utilities Commission and Local 250-A.
- 3525-90 Appeal of background rejection from Class 9163 Transit Operator by Kenneth Block. (Calendar Item No. 14)
- March 19, 1990: Over to the meeting of April 2, 1990 at Mr. Block's request.
- Action: Over to the meeting of April 16, 1990 at Mr. Block's request.

IN-SERVICE MATTERS

- 4431-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 1801 Supervising Performance Auditor, Class 1805 Associate Performance Auditor, and Class 1850 Associate EDP Auditor, from six (6) months to one (1) year. (Calendar Item No. 8)
- Action: Post for adoption following meet and confer.
- 4435-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 9)
- Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

SPECIAL ORDER OF BUSINESS AT 4 P.M. (Calendar Item No. 17)

Report from the Department of Public Health Decentralized Personnel Unit.

Report presented. No action taken.

SPECIAL ORDER OF BUSINESS AT 5 P.M. (Calendar Item No. 18)

Hearings on Civil Service Charter provisions.

Topic 2: Examination Issues - Protests and Appeals.

The following persons addressed the Commission:

Jim Ilnicki, Airports Commission
Mike Cook, Automotive Machinists, Local 1305
Mary Smith, Department of Social Services
Carol Isen, Local 21
Tod Cochran, Local 790
Charles Mann, Local 790

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 2, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Lolita Arcia, 2302 Orderly, 120/E-309, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 25) (6)

March 19, 1990: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

Action: Over to the meeting of April 16, 1990 at the request of the Department of Public Health. (Special Order of Business at 3 P.M.).

Florence J. Comeaux, 2312 Licensed Vocational Nurse, 41/E-78, Department of Public Health, Laguna Honda Hospital, 11/29/89. (Calendar Item No. 26) (6)

March 19, 1990: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

Action: Over to the meeting of May 7, 1990 at the request of the Department of Public Health. (Special Order of Business at 3 P.M.).

Gregory Currivan, 7367 Radio Technician, 6/E-11, Airports Commission, 1/1/90. (Calendar Item No. 22) (4)

March 5, 1990: Over to the meeting of April 2, 1990 at Mr. Currivan's request.

Action: Over to the meeting of June 4, 1990 at Mr. Currivan's request.

Gwendolyn Dedmon, 9163 Transit Operator, 436/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/5/89. (Calendar Item No. 27) (7)

November 20, 1989: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union.

January 8, 1990: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union, Local 250-A.

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Transport Workers Union.

March 5, 1990: Over to the meeting of April 2, 1990 at the request of the Transport Workers Union.

Action: Over to the meeting of April 16, 1990 at the request of the Public Utilities Commission.

SPECIAL ORDER OF BUSINESS AT 3 P.M.

William L. Gorwood, 8205 Institutional Police Sergeant, 15/CPE-4, San Francisco War Memorial and Performing Arts Center, 1/18/90. (Calendar Item No. 20) (4)

March 5, 1990: Over to the meeting of March 19, 1990 at the request of the War Memorial.

March 19, 1990: Over to the meeting of April 2, 1990 at Mr. Gorwood's request. (Special Order of Business at 3 P.M.).

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Not to be employed again by the San Francisco War Memorial and Performing Arts Center.

Joan Kubota, 8124 Investigator, Office of Citizen Complaints, 5/E-1, San Francisco Police Department, Office of Citizen Complaints, 2/13/90. (Calendar Item No. 28) (7)

Action: Over to the meeting of May 7, 1990 at Ms. Kubota's request.

Luberta D. Moreno, 9210 Airport Police Officer, 19/E-15, Airports Commission, 11/15/89. (Calendar Item No. 21) (4)

January 8, 1990: Off calendar at Ms. Moreno's request. Ms. Moreno to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

Action: Over to the meeting of May 21, 1990 by Commission action. (Special Order of Business at 3 P.M.).

Grady Rockmore, Jr., 2708 Custodian, 8/E-37, San Francisco Unified School District, Custodial Services, 2/9/90. (Calendar Item No. 24) (3)

Action: Off calendar at the request of the San Francisco Unified School District.

Andre Rouleau, 2320 Registered Nurse, 6/E-849, Department of Public Health, Laguna Honda Hospital, 2/5/90. (Calendar Item No. 23) (4)

March 19, 1990: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

Action: Over to the meeting of April 16, 1990 at the request of the Department of Public Health. (Special Order of Business at 3 P.M.).

GENERAL MANAGER'S REPORT (Calendar Item No. 10)

None.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 11)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 29)

None.

A D J O U R N M E N T

March 5, 1990: Over to the meeting of March 19, 1990 at the request of Local 790.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Recreation and Park Commission. The Commission directed the General Manager, Personnel to assist Ms. Kan in obtaining counseling, if she requests assistance.

Andre Rouleau, 2320 Registered Nurse, 6/E-849, Department of Public Health, Laguna Honda Hospital, 2/5/90. (Calendar Item No. 22) (4)

Action: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

Jennifer Sykes, 2672 Children's Center Assistant, San Francisco Unified School District, 1/17/90. (Calendar Item No. 19) (1)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the San Francisco Unified School District.

March 5, 1990: Over to the meeting of March 19, 1990 at the request of Local 790.

Action: Approve the separation. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Experience acquired prior to the effective date of the termination may apply toward fulfilling the work experience requirement. Not to be employed again by the San Francisco Unified School District.

GENERAL MANAGER'S REPORT (Calendar Item No. 11)

Request for internal adjustments for several classes on the Carpenter, General Laborer and Electrician benchmark represented by Neyhart, Anderson, Nussbaum, Reilly and Freitas to reestablish 1988-89 relationships to benchmark classes. (File No. 2103-90)

Action: Deny request.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 12)

1. The Commission will consider a report from the Department of Public Health Decentralized Personnel Unit at its next meeting, Monday, April 2, 1990 as a Special Order of Business at 4 P.M.
2. President Texidor del Portillo appointed Commissioner Tomoda as a Committee of One to review existing policies and procedures on personal services contracts and to report back to the Commission.
3. President Texidor del Portillo appointed Commissioner Tomoda as a Committee of One to review existing policies and procedures on the salary standardization process and to report back to the Commission.



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

SPECIAL MEETING MINUTES

APRIL 2, 1990

DOCUMENTS DEPT.

APR 9 1990

ROOM 282, SECOND FLOOR, CITY HALL

SAN FRANCISCO
PUBLIC LIBRARY

2 P.M.

Present: Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo
Commissioner Tomoda

Excused: Commissioner Donovan

Commissioner Texidor del Portillo presided

COMPENSATION MATTERS

2096-90 Second Addendum to File No. 2096-90:
Salary Standardization, 1990-91, adjustments and amendments:
inclusion of private sector salary data and latest public sector
data: final benchmark salary recommendations.
(Calendar Item No. 1)

- March 12, 1990:
1. Item 5 of staff report regarding Class 1235 Affirmative Action Coordinator off calendar.
 2. Indicate in the salary report to the Board of Supervisors that the position of Sheriff is subject to further review.
 3. Deny request of Local 3 regarding data for Class 7328 Operating Engineer, Universal.
 4. Deny request of Local 21 regarding inclusion of San Mateo County data.
 5. Adopt staff report on all other items.

March 19, 1990: Adopt first addendum report; forward to the Board of Supervisors.

1. Grant Class 8350 Sheriff an internal adjustment of 7 percent (Vote of 4 to 1: Commissioner Tomoda dissents).

COMPENSATION MATTERS

2096-90
(cont.)

2. Provide final salary increase for Class 8214 Parking Control Officer benchmark for Fiscal Year 1990-91. This was referred back to the Civil Service Commission by the Board of Supervisors.

3. Grant 1.0 step internal adjustment to the following Classes:

Class 2538 Audiometrist
Class 2540 Audiologist
Class 2542 Speech Pathologist
Class 2555 Physical Therapist Assistant

Action: Adopt second addendum report to provide final salary recommendation for Class 9220 Airport Operations Supervisor benchmark for Fiscal Year 1990-91; forward to the Board of Supervisors.



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

SPECIAL MEETING MINUTES

APRIL 2, 1990

ROOM 282, SECOND FLOOR, CITY HALL

5 P.M.

Present: Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo
Commissioner Tomoda

Excused: Commissioner Donovan

Commissioner Texidor del Portillo presided

CLASSIFICATION MATTERS

1205-89 Classification of one budgeted position in the new Class of 2880 Director of Business and Operations, Mental Health Programs, Department of Public Health. (Calendar Item No. 1)

November 6, 1989: Off calendar.

Action: Adopt staff report as amended.

1. Establish a new classification of 2880 Director of Business and Operations, Mental Health Programs (Sch. J, 2 69.5 \$2711B3295). Class specification as detailed in the staff report.
2. Allocate one position budgeted as A947 Director of Business and Operations (Sch. J, SC \$2737B3327) to the new class.
3. Amend Section 87-22-00 of the Annual Salary Ordinance administratively to reflect this action.
4. The examination to be conducted by the Civil Service Commission Examination Unit as soon as possible.



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

DOCUMENTS DEPT.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

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REGULAR MEETING - APRIL 16, 1990

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Tomoda

Commissioner Texidor del Portillo excused

Commissioner Munson presided

MINUTES: A. REGULAR MEETING OF APRIL 2, 1990

Action: Approve as amended to reflect the attendance of
Commissioner Tomoda.

B. SPECIAL MEETING OF APRIL 2, 1990 (2 P.M.)

C. SPECIAL MEETING OF APRIL 2, 1990 (5 P.M.)

Action: Approve.

ANNOUNCEMENTS:

The Civil Service Commission met with the City Attorney in closed session on Monday, April 16, 1990 at 12:30 P.M. in Room 154C City Hall pursuant to Section 54956.9 of the Government Code of the State of California to discuss pending litigation in the matter of Loomis, et al. versus Silverman, et al. (Superior Court No. 811-096). Present were Commissioners Munson, Donovan, and Tomoda.

No action was taken.

CLASSIFICATION MATTERS

1055-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

NUMBER

DEPARTMENT

CONTRACTOR

534-89/90

Airport

Environmental Services
Associates

CLASSIFICATION MATTERS (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|--------------------------------|---|
| 535-89/90 | Airport | P. Lieb and Associates |
| 536-89/90 | City Attorney | Arnelle & Hastie |
| 537-89/90 | Mayor's Office | Patty Medina |
| 538-89/90 | Mayor's Office | Linda Schanfein |
| 539-89/90 | Mayor's Office | Marc Delany |
| 540-89/90 | Public Health | Haight Ashbury Free Clinics, Inc. (Alcohol Treatment) |
| 541-89/90 | Public Health | National Council on Alcoholism-Bay Area |
| 542-89/90 | Public Health | International Institute |
| 543-89/90 | Public Health | Kenneth Associates |
| 544-89/90 | Public Health | Mission Imaging Center |
| 545-89/90 | Public Health | Clayton Environmental Consultants, Inc. |
| 546-89/90 | Public Utilities Commission | American Computer Exchange |
| 547-89/90 | Public Utilities Commission | Brown, Vence & Associates |
| 548-89/90 | Public Utilities Commission | Brown, Vence & Associates |
| 549-89/90 | Public Utilities Commission | Utah State University Foundation |
| 550-89/90 | Retirement | Lewis, Bailey Associates, Inc. |
| 551-89/90 | Social Services | Episcopal Community Services |
| 552-89/90 | Social Services | Nailah House, Inc. |
| 553-89/90 | Social Services | Hickman Homes, Inc. |
| 554-89/90 | Social Services | Pledge House, Inc. |
| 555-89/90 | Public Works | DeLeuw, Cather and Company |
| 556-89/90 | Public Works | To Be Determined |
| Action: | 1. | Contracts 542-89/90 and 555-89/90 over to the meeting of May 7, 1990 at the request of the Department of Public Health and the Department of Public Works respectively. |
| | 2. | Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser. |

CLASSIFICATION MATTERS (cont.)

1056-90 Request from the Port of San Francisco to use a class in the Staff Assistant, Special Project series to serve as Development Project Coordinator. (Calendar Item No. 8)

Action: Adopt staff report; approve use of Class 9744 Staff Assistant VI, Special Project (\$1973 BW) to employ a Development Project Coordinator for a six month period or until a new classification is established.

1057-90 Classification of positions in various City departments.
(Calendar Item No. 6)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|--|---------------------|--|--|
| Public Health/ Laguna Honda Hospital | 1 | 2587 Health Worker III (Sch. 46.9 \$912B1104) | Same |
| | 1 | 2920 Medical Social Worker (Sch. 55.1 \$1349B1634) | Same |
| Public Health/ S.F. General Hospital | 1 | 2908 Hospital Eligibility Worker (Sch. 48.9 \$1003B1214) | Same |
| | 1 | 2920 Medical Social Worker (Sch. 55.1 \$1349B1634) | Same |
| Public Health/ S.F. General Hospital (cont.) | 1 | 2903 Eligibility Worker (Sch. 45.9 \$870B1052) | 1426 Senior Clerk Typist (Sch. 45.6 \$858B1037) |

Action: Adopt staff report.

1231-89 Review of request for approval of proposed personal services contract. (Calendar Item No. 4)

January 8, 1990: Approve Contract #333-89/90; Controller to submit by April 2, 1990 a progress report on the project and the anticipated need for renewal for review by the Civil Service Commission at the meeting of April 16, 1990.

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--------------------------|
| 333-89/90 | Controller | G.E. Consulting Services |

Action: Review of Progress Report requested on January 8, 1990 over to the meeting of May 7, 1990 at the request of the Controller's Office.

COMPENSATION MATTERS

137-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 7)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>Name and Class</u> | <u>Department</u> | <u>Step Requested</u> | <u>Step Recommended</u> |
|--|------------------------------|-----------------------|-------------------------|
| John Parker 8126 Senior Investigator, OCC | Office of Citizen Complaints | 4 | 4 |
| George Thoppil 1404 Clerk | Public Works | 5 | 5 |
| Rennika Pickman-Thoon 8162 Rent Board Hearing Officer | Rent Arbitration Board | 3 | 3 |
| Sandra Gartzman 8162 Rent Board Hearing Officer | Rent Arbitration Board | 3 | 3 |
| Dave Wharton 8162 Rent Board Hearing Officer | Rent Arbitration Board | 5 | 5 |
| Michael Mendelson 8180 Principal Attorney, Civil & Criminal | City Attorney | 5 | 5 |
| Wanda Jung 2911 Eligibility Appeals Specialist | Social Services | 5 | 5 |
| Mark Hawk 2320 Registered Nurse | Public Health | 5 | 5 |

B. TEMPORARY EXEMPT APPOINTMENTS

| <u>Name and Class</u> | <u>Department</u> | <u>Step Requested</u> | <u>Step Recommended and Duration</u> |
|---|-----------------------------|-----------------------|--------------------------------------|
| Jeanette Williams 1424 Clerk Typist | Public Health | 5 | 5 12/31/90 |
| Barbara Chin 2910 Social Worker | Social Services | 5 | 5 12/31/90 |
| William Biersdorfer 2910 Social Worker | Social Services | 5 | 5 12/31/90 |
| George McBride 1821 MIS Manager | Public Library | 5 | 5 12/31/90 |
| Johnny Stein 9186 General Manager, Municipal Railway | Public Utilities Commission | 3 | 3 12/31/90 |

Action: Adopt staff report.

2138-90 Salary Standardization for Registered Nurse classifications (Charter Section 8.403), Fiscal Year 1990-91. (Calendar Item No. 12)

Action: Adopt staff report; forward to the Board of Supervisors.

EXAMINATION MATTERS

- 3524-90 Appeal of background rejection for Class 9163 Transit Operator by Tiney Johnson. (Calendar Item No. 14)
- April 2, 1990: Over to the meeting of April 16, 1990 at the joint request of the Public Utilities Commission and Local 250-A.
- Action: Over to the meeting of May 7, 1990 at the request of the Public Utilities Commission.
- 3525-90 Appeal of background rejection from Class 9163 Transit Operator by Kenneth Block. (Calendar Item No. 13)
- March 19, 1990: Over to the meeting of April 2, 1990 at Mr. Block's request.
- April 2, 1990: Over to the meeting of April 16, 1990 at Mr. Block's request.
- Action: Over to the meeting of May 7, 1990 at the request of the Public Utilities Commission.
- 3528-90 Appeals of staff denials of protest of the minimum requirements for Class 5177 Safety Officer. (Calendar Item No. 15)
- Action: Over to the meeting of May 21, 1990 at the request of Local 21.

IN-SERVICE MATTERS

- 4499-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 9)
- Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

SPECIAL ORDER OF BUSINESS AT 5 P.M. (Calendar Item No. 16)

Hearings on Civil Service Charter provisions.

Topic 3: Eligible Lists and Certification.

Topic 4: Appointment including Probationary Period.

The following persons addressed the Commission:

Rudy Nothenberg, Chief Administrative Officer
Edward Gazzano, Director of Personnel, Department of Public Health
Mike Cook, Automotive Machinists, No. 1305

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 16, 1990

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

SECOND SPECIAL ORDER OF BUSINESS AT 3 P.M.

Lolita Arcia, 2302 Orderly, 120/E-309, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 19) (6)

March 19, 1990: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

April 2, 1990: Over to the meeting of April 16, 1990 at the request of the Department of Public Health. (Special Order of Business at 3 P.M.).

Action: Over to the meeting of May 7, 1990 at the request of Local 250. (Special Order of Business at 3:00 P.M.).

Gwendolyn Dedmon, 9163 Transit Operator, 436/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/5/89. (Calendar Item No. 24) (7)

November 20, 1989: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union.

January 8, 1990: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union, Local 250-A.

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Transport Workers Union.

March 5, 1990: Over to the meeting of April 2, 1990 at the request of the Transport Workers Union.

April 2, 1990: Over to the meeting of April 16, 1990 at the request of the Public Utilities Commission.

Action: No restriction on future employment as recommended by the Public Utilities Commission.

THIRD SPECIAL ORDER OF BUSINESS AT 3 P.M.

Earl Epsom, 2302 Orderly, 40/E-290, Department of Public Health, Laguna Honda Hospital, 3/7/90. (Calendar Item No. 20) (7)

Action: Over to the meeting of May 7, 1990 at the request of Local 250. (Special Order of Business at 3:00 P.M.).

Gloria Hill, 1446 Secretary II, 58/CPE-18, Department of Public Health, Central Office. 2/27/90. (Calendar Item No. 21) (5)

Action: Approve. Future employment with the Department of Public Health subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the Department of Public Health. Reinstate to a position in the class from which promoted in Class 1426 Senior Clerk Typist.

Ronald Johnson, 2905 Senior Eligibility Worker, 80/CPE-9, Department of Social Services, 3/16/90. (Calendar Item No. 22) (5)

Action: Approve. Not to be employed again by the Department of Social Services. Reinstate to the first vacant position in Class 1404 Clerk subject to a new probationary period.

FIRST SPECIAL ORDER OF BUSINESS AT 3 P.M.

Andre Rouleau, 2320 Registered Nurse, 6/E-849, Department of Public Health, Laguna Honda Hospital, 2/5/90. (Calendar Item No. 18) (4)

March 19, 1990: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

April 2, 1990: Over to the meeting of April 16, 1990 at the request of the Department of Public Health. (Special Order of Business at 3 P.M.).

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' nursing experience outside the City and County service.

Kenneth Schorner, 2450 Pharmacist, 2/E-15, Department of Public Health, San Francisco General Hospital Medical Center, 2/12/90. (Calendar Item No. 23) (6)

Action: Over to the meeting of May 21, 1990 at the request of Local 790.

GENERAL MANAGER'S REPORT (Calendar Item No. 10)

None.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 11)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 25)

None.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO
Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

REGULAR MEETING - MAY 7, 1990

PART I - 2 P.M.

DOCUMENTS DEPT.

MAY 11 1990

SAN FRANCISCO
CALIFORNIA 94102

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo
Commissioner Tomoda

(Items Missed: 15, 16, 17,
18, 19, 21, 23, 24, 25, 26,
27, 30 and 31).

Commissioner Munson presided over items 15, 16, 17, 18, 19, 21, 23,
24, 25, 26, 27, 30 and 31.

Commissioner Texidor del Portillo presided over all items except
items 15, 16, 17, 18, 19, 21, 23, 24, 25, 26, 27, 30 and 31.

MINUTES: Regular Meeting of May 7, 1990

Action: Approve.

ANNOUNCEMENT:

The Civil Service Commission met with the City Attorney in closed session on Monday, May 7, 1990 at 1 P.M. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss a personnel matter. All the members of the Commission were present.

No action was taken.

CLASSIFICATION MATTERS

1055-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|----------------------------|
| 542-89/90 | Public Health | International Institute |
| 555-89/90 | Public Works | DeLeuw, Cather and Company |

April 16, 1990:

Contracts 542-89/90 and 555-89/90 over to the meeting of May 7, 1990 at the request of the Department of Public Health and the Department of Public Works respectively.

CLASSIFICATION MATTERS (cont.)

- 055-90
cont.) Action: 1. Contract 555-89/90 over to the meeting of May 21, 1990 at the request of the Department of Public Works.
2. Adopt staff report on Contract 542-89/90; notify the offices of the Controller and the Purchaser.

061-90 Classification of positions in various City departments.
(Calendar Item No. 6)

| <u>DEPARTMENT</u> | <u>NO. POS.</u> | <u>BUDGETED CLASS AND RATE</u> | <u>RECOMMENDED CLASS</u> |
|----------------------------------|---------------------|--|------------------------------|
| Sheriff | 4 | 8304 Deputy Sheriff (Sch. 52.4 \$1185B1436) | Same |
| | 1 | 8308 Sheriff's Sergeant (Sch. 56.5 \$1443B1748) | Same |
| Controller | 1 | 1655 Systems Accountant (Sch. 57.3 \$1499B1818) | Same |
| | 1 | 1657 Senior Systems Accountant (Sch. 59.6 \$1674B2033) | Same |
| Public Health/ SFGH | 1 | 2736 Porter (Sch. 43.9 \$792B956) | Same |
| Public Health/ Central Office | 1 | 1402 Junior Clerk (Sch. 40.8 \$684B826) | Same |
| | 3 | 2305 Psychiatric Technician (Sch. 48.1 \$966B1169) | Same |
| | 1 | 2218 Physician Assistant (Sch. 58.3 \$1573B1909) | Same |
| | 1 | 2328 Nurse Practitioner (Sch. 59.7 \$1682B2104) | Same |
| | 1 | 2930 Psychiatric Social Worker (Sch. 55.1 \$1349B1634) | Same |

Action: Adopt staff report.

1062-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-----------------------------|--------------------------|
| 557-89/90 | Airport | Jack Clancy & Associates |
| 558-89/90 | Art Commission | John Liikala |
| 559-89/90 | Civil Service Commission | Jack Clancy & Associates |
| 560-89/90 | Civil Service Commission | Kay Iwata |

CLASSIFICATION MATTERS (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-----------------------------|---|
| 561-89/90 | Civil Service Commission | Judith Sweet |
| 562-89/90 | SFCCD | Joel Saldinger, M.D. |
| 563-89/90 | Public Library | Nancy Hom |
| 564-89/90 | Public Utilities Commission | Raymond Brooks Engineering |
| 565-89/90 | Mayor's Office | Catholic Charities-Status Offender Supervisor |
| 566-89/90 | Mayor's Office | Catholic Charities-Sunset Office |
| 567-89/90 | Mayor's Office | Young Community Developers |
| 568-89/90 | Mayor's Office | Catholic Charities-Status Offender Counseling Program |
| 569-89/90 | Mayor's Office | Bernal Heights Community Foundation |
| 570-89/90 | Mayor's Office | Careers Abound |
| 571-89/90 | Mayor's Office | Community Educational Services |
| 572-89/90 | Mayor's Office | Directions |
| 573-89/90 | Mayor's Office | Horizons Unlimited |
| 574-89/90 | Mayor's Office | Morrisania West |
| 575-89/90 | Mayor's Office | OMI Pilgrim Center |
| 576-89/90 | Mayor's Office | Potrero Hill Neighborhood House |
| 577-89/90 | Mayor's Office | Vietnamese Youth Development Center |
| 578-89/90 | Mayor's Office | Visitation Valley Community Center |
| 579-89/90 | Police | Arthur Rose |
| 580-89/90 | Police | Lynetta Haynes-Oliver |
| 581-89/90 | Public Health | Support Services for Elders, Inc. |
| 582-89/90 | Public Health | Sharon Rudnick |
| 583-89/90 | Public Health | Gene Callesen |
| 584-89/90 | Public Health | Wellmark, Inc. |
| 585-89/90 | Public Health | Versar, Inc. |
| 586-89/90 | Public Health | Hardin Lawson Associates |
| 587-89/90 | Public Works | Coleman & Associates |
| 588-89/90 | Public Works | Reed Corp. |

CLASSIFICATION MATTERS (cont.)

| 062-90 cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|------------------|---------------|-------------------|--|
| | 589-89/90 | Public Works | Miller Pipeline Corp. Products and Services Division |
| | 590-89/90 | Social Services | St. Vincent DePaul |
| | 591-89/90 | Social Services | Audrey L. Smith Development Center, Inc. |
| | 592-89/90 | Social Services | Children's Home Society of California (I) |
| | 593-89/90 | Social Services | Children's Home Society of California (II) |
| | 594-89/90 | Social Services | San Francisco Unified School District |
| | 595-89/90 | Social Services | Tenderloin Housing Clinic |
| | 596-89/90 | Social Services | Private Industry Council of San Francisco |
| | 597-89/90 | Social Services | Children's Council of San Francisco |
| | 598-89/90 | Social Services | State of California, Employment Development Department |
| | 599-89/90 | Social Services | Children's Council of San Francisco |
| | 600-89/90 | Social Services | Conard House, Inc., San Francisco Support Services |
| | 601-89/90 | Social Services | Hamilton Family Center |
| | 602-89/90 | Social Services | Salvation Army |
| | 603-89/90 | Social Services | Dolores Street Community Center |
| | 604-89/90 | Social Services | Central City Hospitality House |
| | 605-89/90 | Social Services | The Episcopal Sanctuary |
| | 606-89/90 | Social Services | Holy Order of Mans-Raphael House |
| | 607-89/90 | Social Services | St. Vincent DePaul |
| | 608-89/90* | Social Services | University of California Early Parenting Project |
| | 609-89/90 | Social Services | Association for Retarded Citizens |
| | 610-89/90 | Social Services | Family Service Agency of San Frnacisco |
| | 611-89/90 | Social Services | St. Benedict's Interpreting Service |

CLASSIFICATION MATTERS (cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 612-89/90 | Social Services | Geneva Social Development Center |
| 613-89/90 | Social Services | Travelers Aid San Francisco |
| 614-89/90 | Social Services | Recreation Center for the Handicapped |
| 615-89/90 | Social Services | Catholic Charities-Hearing Impaired Program |
| 616-89/90 | Social Services | Glide Foundation |
| 617-89/90 | Social Services | Larkin Street Youth Center |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser. (*Commissioner Tomoda excused from voting on Contract 608-89/90 as provided in Charter Section 3.500).

063-90 Classification of position for Juvenile Probation Department. (Calendar Item No. 7)

| <u>DEPARTMENT</u> | <u>NO. POS.</u> | <u>BUDGETED CLASS AND RATE</u> | <u>RECOMMENDED CLASS</u> |
|--------------------|---------------------|--|--|
| Juvenile Probation | 1 | A108 Secretary, Juvenile Probation Commission (J \$1342B1626) | Establish Class 1549 Secretary, Juvenile Probation Commission 1989-90 J, Sch. 55.0 \$1342B1626, 1990-91 J, Sch. 56.2 \$1421B1723. Draft Class Specification as detailed in the staff report. |

Action: Adopt staff report.

1231-90 Review of request for approval of proposed personal services contract. (Calendar Item No. 13)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--------------------------|
| 333-89/90 | Controller | G.E. Consulting Services |

January 8, 1990: Approve Contract #333-89/90; Controller to submit by April 2, 1990 a progress report on the project and the anticipated need for renewal for review by the Civil Service Commission at the meeting of April 16, 1990.

CLASSIFICATION MATTERS (cont.)

1231-90
(cont.) April 16, 1990: Review of Progress Report requested on January 8, 1990 over to the meeting of May 7, 1990 at the request of the Controller's Office.

Report presented. No action taken.

COMPENSATION MATTERS

2141-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 8)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|------------------------------|-----------------------|-------------------------|
| Natividad B. Caramat 4220 Personal Property Auditor | Assessor | 4 | 4 |
| Eileen Luna 8127 Chief Investigator, O.C.C. | Office of Citizen Complaints | 5 | 5 |
| Robert Gutowski 1864 Systems and Procedures Analyst | Controller | 2 | 2 |
| Brenda DeLuca 8132 District Attorney's Investigative Assistant | District Attorney | 5 | 5 |
| Robert Hahn 5204 Assistant Civil Engineer | Public Utilities Commission | 5 | 5 |
| Sylvia Pascal 3630 Librarian I | Public Library | 4 | 4 |
| Rosemary Martinez 2930 Psychiatric Social Worker | Public Health | 3 | 3 |
| Jack Montgomery 4332 Portfolio Manager | Retirement | 4 | 4 |

B. TEMPORARY EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|---|-------------------|-----------------------|--------------------------------------|
| Alan Wong 1246 Principal Personnel Analyst | Fire | 5 | 5 12/31/90 |
| Dung Nguyen 9782 Assistant to Mayor I | Mayor's Office | 2 | 2 12/31/90 |
| Gerardo Sandoval 9782 Assistant to Mayor I | Mayor's Office | 2 | 2 12/31/90 |

Action: Adopt staff report.

EXAMINATION MATTERS

- 3524-90 Appeal of background rejection for Class 9163 Transit Operator by Tiney Johnson. (Calendar Item No. 20)
- April 2, 1990: Over to the meeting of April 16, 1990 at the joint request of the Public Utilities Commission and Local 250-A.
- April 16, 1990: Over to the meeting of May 7, 1990 at the request of the Public Utilities Commission.
- Action: Over to the meeting of May 21, 1990 at the request of the Public Utilities Commission.
-
- 3525-90 Appeal of background rejection from Class 9163 Transit Operator by Kenneth Block. (Calendar Item No. 19)
- March 19, 1990: Over to the meeting of April 2, 1990 at Mr. Block's request.
- April 2, 1990: Over to the meeting of April 16, 1990 at Mr. Block's request.
- April 16, 1990: Over to the meeting of May 7, 1990 at the request of the Public Utilities Commission.
- Action: Deny appeal of Kenneth Block; sustain the decision of the General Manager, Personnel.
-
- 3532-90 Request to hold an examination for Class 2555 Physical Therapy Assistant for one qualified candidate in accordance with Charter Section 8.321 - Examination of Applicants. (Calendar Item No. 10)
- Action: Adopt staff report; forward to the Board of Supervisors.

IN-SERVICE MATTERS

- 4500-90 Determination of future employability of Heather Nimeh. (Calendar Item No. 15)
- Action: Adopt staff report; sustain the decision of the General Manager, Personnel. Amend the General Manager, Personnel's action to provide for six (6) months satisfactory outside work experience since leaving the City service.
-
- 4551-90 Request of Arthur Giovara to change his ethnicity identification. (Calendar Item No. 18)
- Action: Approve request of Arthur Giovara. Direct the San Francisco Fire Department and the Civil Service MIS Unit to amend its records.

IN-SERVICE MATTERS (cont.)

- 4564-90 Appeal of decision of the General Manager, Personnel, approving special condition language requirement on a personnel requisition for Class 8434 Supervising Probation Officer - Adult Probation Department. (Calendar Item No. 16)
- Action: Deny appeal; sustain the decision of the General Manager, Personnel to approve special condition language requirement on a personnel requisition for Class 8434 Supervising Probation Officer, Adult Probation Department.
- 4584-90 Request of Kevin James Harvey to change his ethnicity identification. (Calendar Item No. 17)
- Action: Approve request of Kevin James Harvey. Direct the Department of Public Works and the Civil Service MIS Unit to amend its records.
- 4599-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 9)
- Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.
- 4606-90 Hearing concerning Writ of Mandate in the matter of Loomis, et al. versus Silverman, et al. (Superior Court No. 811-096). (Calendar Item No. 14)
- Action: No action taken. Additional information received from attorneys. Matter to be calendared for action at a future Commission meeting.

SPECIAL ORDER OF BUSINESS AT 5 P.M. (Calendar Item No. 21)

Hearings on Civil Service Charter provisions.

Topic 5: Separations both Disciplinary and Non-Disciplinary (layoff, dismissal, termination).

The following speakers addressed the Commission:

James Ilnicki, Airport
Carol Isen, Local 21
Edward Gazzano, Department of Public Health
Helen Moss, Local 790
Mike Cook, Automotive Machinists

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 7, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

SECOND SPECIAL ORDER OF BUSINESS AT 3 P.M.

Lolita Arcia, 2302 Orderly, 120/E-309, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 24) (6)

March 19, 1990: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

April 2, 1990: Over to the meeting of April 16, 1990 at the request of the Department of Public Health. (Special Order of Business at 3 P.M.).

April 16, 1990: Over to the meeting of May 7, 1990 at the request of Local 250. (Special Order of Business at 3:00 P.M.).

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Not to be employed again by the Department of Public Health in any capacity involving patient care.

FIRST SPECIAL ORDER OF BUSINESS AT 3 P.M.

Florence J. Comeaux, 2312 Licensed Vocational Nurse, 41/E-78, Department of Public Health, Laguna Honda Hospital, 11/29/89. (Calendar Item No. 23) (6)

March 19, 1990: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

April 2, 1990: Over to the meeting of May 7, 1990 at the request of the Department of Public Health. (Special Order of Business at 3 P.M.).

Action: Over to the meeting of May 21, 1990 by Commission action. Ms. Comeaux to submit additional documents for Commission review within the next week.

THIRD SPECIAL ORDER OF BUSINESS AT 3 P.M.

Earl Epton, 2302 Orderly, 40/E-290, Department of Public Health, Laguna Honda Hospital, 3/7/90. (Calendar Item No. 25) (7)

April 16, 1990: Over to the meeting of May 7, 1990 at the request of Local 250. (Special Order of Business at 3:00 P.M.).

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of nine (9) months work experience outside the City and County service; satisfactory completion of a recognized substance abuse program and verification of sobriety. Not to be employed again by the Department of Public Health.

Delbert Hayes, 2424 X-Ray Laboratory Aide, 1/E-7, Department of Public Health, Laguna Honda Hospital, 3/23/90. (Calendar Item No. 26) (7)

Action: Over to the meeting of May 21, 1990 at the request of Local 250.

Joan Kubota, 8124 Investigator, Office of Citizen Complaints, 5/E-1, San Francisco Police Department, Office of Citizen Complaints, 2/13/90. (Calendar Item No. 27) (7)

April 2, 1990: Over to the meeting of May 7, 1990 at Ms. Kubota's request.

Action: Over to the meeting of May 21, 1990 at the request of Local 790. (Special Order of Business at 3 P.M.).

Kenneth McCutcheon, 9163 Transit Operator, 149/P-121, Public Utilities Commission, San Francisco Municipal Railway, 3/21/90. (Calendar Item No. 28) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Vicella Smith, 1630 Account Clerk, 255/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 4/6/90. (Calendar Item No. 29) (7)

Action: Over to the meeting of May 21, 1990 at the request of Local 790.

SPECIAL ORDER OF BUSINESS AT 5:30 P.M. (Calendar Item No. 30)

Dismissal of John Wong, Class 7313 Automotive Machinist, Purchasing Department.

Action: Dismiss from the Service.

GENERAL MANAGER'S REPORT (Calendar Item No. 11)

None.

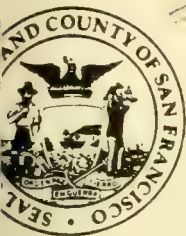
COMMISSIONERS' NEW BUSINESS (Calendar Item No. 12)

1. Commissioner Texidor del Portillo asked the General Manager, Personnel to look into Local 21's allegations about the personnel practices of the Controller's Audit Division and to send a written report to the members of the Commission.
2. Commissioner Texidor del Portillo asked the General Manager, Personnel to look into the problem of communication within the Controller's Office about the availability of training within that department.
3. Commissioner Texidor del Portillo requested that the General Manager, Personnel respond to Mr. Duane Reno's April 10, 1990 letter about scheduling of examinations for certain classes.
4. Commissioner Texidor del Portillo expressed her concern that she have an opportunity to review and to give input into the aspects of the Civil Service Commission to be reviewed by the Controller's Management Audit Division.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 31)

None.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO
Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

REGULAR MEETING - MAY 21, 1990

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo
Commissioner Tomoda

(Items Missed: 2, 4)

Commissioner Munson presided over item 22.

Commissioner Texidor del Portillo presided over all items except item 22.

MINUTES: Regular Meeting of May 7, 1990

Action: Approve.

ANNOUNCEMENT:

None.

CLASSIFICATION MATTERS

1055-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|----------------------------|
| 555-89/90 | Public Works | DeLeuw, Cather and Compan. |

April 16, 1990: Contracts 542-89/90 and 555-89/90 over to the meeting of May 7, 1990 at the request of the Department of Public Health and the Department of Public Works respectively.

May 7, 1990 Contract 555-89/90 over to the meeting of May 21, 1990 at the request of the Department of Public Works.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

1068-90 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project Series as a Proposition 99/AB 75 Program Coordinator to plan, coordinate and implement new programs funded through the Tobacco Tax. (Calendar Item No. 8)

Action: Adopt staff report as amended.

1. Approve use of Class 9746 Staff Assistant VII, Special Project (89/90 \$2273 BW) to employ a Proposition 99/AB 75 Program Coordinator through December 1, 1990.
2. Authorize the appointment of Mr. Jeffrey Leong.
3. The Department of Public Health to report to the Commission prior to December 1, 1990 regarding the status of this program. The Commission stipulated that in no case would it extend the authorization for this position beyond June 30, 1991. If this position is classified and there is a need for an examination, the Commission directed that the examination is to be conducted by the Civil Service Commission Examination Unit. (Vote of 4 to 1: Commissioner Texidor del Portillo dissents).

1069-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-----------------------|--|
| 618-89/90 | Airport | Olm Structural Design |
| 619-89/90 | Arts Commission | Delaney and Cochran |
| 620-89/90 | Controller | Tri-Pacific Consulting Corp. |
| 621-89/90 | Controller | Professional Consulting Network |
| 622-89/90 | Convention Facilities | Wallace Mah Louie Company |
| 623-89/90 | Convention Facilities | Edgar Dunn & Conover, Inc. |
| 624-89/90 | Convention Facilities | S.F. Convention & Visitors Bureau |
| 625-89/90 | Parking & Traffic | Lockheed Datacom |
| 626-89/90 | Public Health | County of San Mateo-Divison of Mental Health Services |
| 627-89/90 | Public Health | Asian American Recovery Services |
| 628-89/90 | Public Health | Baker Places, Inc. |
| 629-89/90 | Public Health | Friendship House Association of American Indians |
| 630-89/90 | Public Health | Haight Ashbury Free Clinics, Inc. (Drug Detox, Rehab. & Aftercare, Inc.) |

CLASSIFICATION MATTERS (cont.)

| | | | |
|--------------------|---------------|-----------------------------|---|
| 1069-90 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
| | 631-89/90 | Public Health | North of Market Senior Services, Inc. |
| | 632-89/90 | Public Health | Pacific Mental Health Services, Inc. |
| | 633-89/90 | Public Health | Salvation Army Harbor Light Center |
| | 634-89/90 | Public Health | St. Vincent De Paul Society of San Francisco |
| | 635-89/90 | Public Health | Women's Alcoholism Center |
| | 636-89/90 | Public Health | Women's Institute for Mental Health |
| | 637-89/90 | Public Health | Aquarius Public Management, Inc. |
| | 638-89/90 | Public Health | Kaiser Foundation Research Institute |
| | 639-89/90 | Public Health | Community United Against Violence |
| | 640-89/90 | Public Health | Polaris Research and Development |
| | 641-89/90 | Public Health | Project Open Hand |
| | 642-89/90 | Public Health | Bridget Carney |
| | 643-89/90 | Public Health | Sharon Mulgrew |
| | 644-89/90 | Public Health | Ella Hill Hutch Community Center |
| | 645-89/90 | Public Health | Lyon Martin Women's Health Services |
| | 646-89/90 | Public Health | Rose Resnick Center for the Blind and Handicapped, Inc. |
| | 647-89/90 | Public Health | S.F. Study Center, Inc. |
| | 648-89/90 | Public Health | Suicide Prevention |
| | 649-89/90 | Public Health | University of California S.F. Hospitals and Clinics |
| | 650-89/90 | Public Utilities Commission | Martha Schouss and Toni Corelli |
| | 651-89/90 | Public Utilities Commission | AGS, Inc. |
| | 652-89/90 | Public Works | Underwater Resources |
| | 653-89/90 | Sheriff | Carolyn Block |
| | 654-89/90 | Sheriff | George Bach -y- Rita |
| | 655-89/90 | Sheriff | Occupational Health Services |

CLASSIFICATION MATTERS (cont.)

069-90
cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|--------------------------------|--|
| 656-89/90 | Sheriff | Aubrey O. Dent |
| 657-89/90 | Sheriff | New College of Law |
| 658-89/90 | Sheriff | University of Santa Clara School of Law |
| 659-89/90 | Sheriff | Golden Gate University School of Law |
| 660-89/90 | Sheriff | University of S.F. Law School |
| 661-89/90 | Sheriff | Hastings College of Law |
| 662-89/90 | Sheriff | National Center on Institutions and Alternatives |
| 663-89/90 | Social Services | Ces Rosales/Zestop Publishing |
| 664-89/90 | Public Utilities Commission | Impell Corporation |
| 665-89/90 | Public Utilities Commission | Carton/E.H. White |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

070-90 Classification of positions in various City departments.
(Calendar Item No. 6)

| <u>DEPARTMENT</u> | <u>NO. POS.</u> | <u>BUDGETED CLASS AND RATE</u> | <u>RECOMMENDED CLASS</u> |
|----------------------------------|---------------------|--|------------------------------|
| Public Health/ Central Office | 1 | 1446 Secretary II (Sch. 47.6 \$943B1141) | Same |
| | 1 | 2246 Assistant Director, Clinical Services I (Sch. 62.6 \$1936B2354) | Same |
| Public Health/ Laguna Honda | 1 | 2324 Nursing Supervisor (Sch. 62.4 \$1918B2402) | Same |

Action: Adopt staff report.

071-90 Classification of eighty (80) newly budgeted positions for the San Francisco International Airport. (Calendar Item No. 7)

Action: Adopt staff report.

1. Establish a new classification of 9209 Airport Police Services Aide (J Rate \$891B1078; 1990-91: J Sch. 48.5 \$984B1191). Draft class specification as detailed in the staff report.

CLASSIFICATION MATTERS (cont.)

- 1071-90 (cont.)
2. Allocate eighty (80) positions approved in the budget as A896 Airport Service Officer to Class 9209 Airport Police Services Aide.
 3. Amend the Annual Salary Ordinance accordingly.

EXAMINATION MATTERS

3095-90 Appeal of staff denial of application to participate in entrance examination for Class 2940 Child Welfare Worker. (Calendar Item No. 15)

Action: Adopt staff report; deny appeal of Kate Plager. Staff directed to research the minimum requirements for Class 2940 Child Welfare Worker which may include contacting the State Personnel Board to ascertain the suitability of a master's degree in psychology as a substitute for the Master of Social Work degree.

3523-90 Appeal of background rejection for Class 9210 Airport Police Officer by Robert Shields. (Calendar Item No. 13)

April 2, 1990: Over to the meeting of May 21, 1990 at Mr. Shields' request.

Action: Deny appeal of Robert Shields; sustain the decision of the Airports' Chief of Police.

3524-90 Appeal of background rejection for Class 9163 Transit Operator by Tiney Johnson. (Calendar Item No. 12)

April 2, 1990: Over to the meeting of April 16, 1990 at the joint request of the Public Utilities Commission and Local 250-A.

April 16, 1990: Over to the meeting of May 7, 1990 at the request of the Public Utilities Commission.

May 7, 1990: Over to the meeting of May 21, 1990 at the request of the Public Utilities Commission.

Action: Grant appeal of Tiney Johnson; find qualified as to background in this examination for Class 9163 Transit Operator.

3528-90 Appeals of staff denials of protest of the minimum requirements for Class 5177 Safety Officer. (Calendar Item No. 14)

April 16, 1990: Over to the meeting of May 21, 1990 at the request of Local 21.

Action: Over to the meeting of June 4, 1990 at the request of Local 21.

IN-SERVICE MATTERS

4686-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 9)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 21, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Florence J. Comeaux, 2312 Licensed Vocational Nurse, 41/E-78,
Department of Public Health, Laguna Honda Hospital, 11/29/89.
(Calendar Item No. 17) (6)

March 19, 1990: Over to the meeting of April 2, 1990 at the
request of the Department of Public Health.

April 2, 1990: Over to the meeting of May 7, 1990 at the
request of the Department of Public
Health. (Special Order of Business at 3
P.M.).

May 7, 1990: Over to the meeting of May 21, 1990 by
Commission action. Ms. Comeaux to submit
additional documents for Commission review
within the next week.

Action: Over to the meeting of June 4, 1990 at the request of
the Department of Public Health. (First Special Order
of Business at 3 P.M.).

Delbert Hayes, 2424 X-Ray Laboratory Aide, 1/E-7, Department of
Public Health, Laguna Honda Hospital, 3/23/90. (Calendar Item No.
18) (7)

May 7 1990: Over to the meeting of May 21, 1990 at the request
of Local 250.

Action: Over to the meeting of June 4, 1990 at the request of
Local 250. (Special Order of Business at 4 P.M.).

Joan Kubota, 8124 Investigator, Office of Citizen Complaints, 5/E-1,
San Francisco Police Department, Office of Citizen Complaints,
2/13/90. (Calendar Item No. 21) (7)

April 2, 1990: Over to the meeting of May 7, 1990 at Ms.
Kubota's request.

May 7, 1990: Over to the meeting of May 21, 1990 at the
request of Local 790. (Special Order of
Business at 3 P.M.).

Action: Cancel all current examination and eligibility status.
Not to be employed again by the City and County of San
Francisco. (Commissioner Mickins excused by vote of the
Commission pursuant to Charter Section 3.500).

Luberta D. Moreno, 9210 Airport Police Officer, 19/E-15, Airports Commission, 11/15/89. (Calendar Item No. 22) (4)

January 8, 1990: Off calendar at Ms. Moreno's request. Ms. Moreno to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

April 2, 1990: Over to the meeting of May 21, 1990 by Commission action. (Special Order of Business at 3 P.M.).

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission or as a sworn officer. (Commissioner Texidor del Portillo dissenting).

Mary K. Patasaw, 2302 Orderly, 6/E-239, Department of Public Health, San Francisco General Hospital Medical Center, 12/28/89. (Calendar Item No. 19) (7)

March 5, 1990: Off calendar at the request of Local 250. Ms. Patasaw to notify the Assistant Secretary when prepared to proceed. Ms. Patasaw to remain ineligible for all City and County employment pending final determination by the Civil Service Commission.

Action: Over to the meeting of June 4, 1990 at the request of the Department of Public Health.

Kenneth Schorner, 2450 Pharmacist, 2/E-15, Department of Public Health, San Francisco General Hospital Medical Center, 2/12/90. (Calendar Item No. 23) (6)

April 16, 1990: Over to the meeting of May 21, 1990 at the request of Local 790.

Action: Over to the meeting of June 4, 1990 at the request of Local 790. (Second Special Order of Business at 3 P.M.)

Vicella Smith, 1630 Account Clerk, 255/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 4/6/90. (Calendar Item No. 20) (7)

May 7, 1990: Over to the meeting of May 21, 1990 at the request of Local 790.

Action: Over to the meeting of June 4, 1990 at the request of Local 790.

GENERAL MANAGER'S REPORT. (Calendar Item No. 10)

Carol Wilkins, the Mayor's Budget Director, presented an overview of the Civil Service Commission Budget for Fiscal Year 1990-91.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 11)

1. Commissioner Texidor del Portillo reminded both her colleagues on the Commission and members of the audience of the "Managing a Diverse Workforce" conference sponsored by the Commission to be held on June 11, 1990.
2. Commissioner Texidor del Portillo updated the status of the four items contained under Commissioners' New Business in the Minutes of the meeting of May 7, 1990.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 24)

None.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo
A. Lee Munson
Cleo Donovan
Grant S. Mickins
Richard J. Tomoda

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh
Albert C. Walker

General Manager, Personnel
Assistant Secretary

MINUTES

REGULAR MEETING - JUNE 4, 1990

PART I - 2 P.M.

DOCUMENTS SEPT.

JUN 1 1990

PUBLIC LIBRARY

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

(Items Missed: 5, 6, 7, 9,
10, 11, 12, 17, 25 and 26)

Commissioner Tomoda

Commissioner Munson presided all items except 1, 2 and 4.

Commissioner Texidor del Portillo presided over items 1, 2 and 4.

MINUTES: Regular Meeting of May 21, 1990

Action: Approve.

ELECTION OF COMMISSION OFFICERS

Commissioner A. Lee Munson elected president and Commissioner Grant S. Mickins elected vice president for terms of office expiring May 31, 1991.

CLASSIFICATION MATTERS

1074-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---------------------|-----------------------------------|
| 666-89/90 | Commission on Aging | Centro Latino De San Francisco |
| 667-89/90 | " | Church of the Advent |
| 668-89/90 | " | Filipino-American Council of S.F. |
| 669-89/90 | " | Kimochi, Inc. |
| 670-89/90 | " | Korean Center, Inc. |

CLASSIFICATION MATTERS (cont.)

1074-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---------------------|--|
| 671-89/90 | Commission on Aging | Meals on Wheels of S.F., Inc. |
| 672-89/90 | " | PPMC Senior Services |
| 673-89/90 | " | Russian American Community Services |
| 674-89/90 | " | The Salvation Army |
| 675-89/90 | " | Self-Help for the Elderly |
| 676-89/90 | " | Services for Seniors, Inc. |
| 677-89/90 | " | United Jewish Community Center |
| 678-89/90 | " | Western Addition Senior Citizens Service Center |
| 679-89/90 | " | Asian Law Caucus |
| 680-89/90 | " | Bayview Hunters Point Multipurpose Senior Center |
| 681-89/90 | " | Bernal Heights Community Foundation |
| 682-89/90 | " | Canon Kip Community House |
| 683-89/90 | " | Catholic Charities |
| 684-89/90 | " | Centro Latino De San Francisco, Inc. |
| 685-89/90 | " | Church of the Advent |
| 686-89/90 | " | Family Service Agency |
| 687-89/90 | " | Filipino-American Council |
| 688-89/90 | " | Golden Gate Senior Services |
| 689-89/90 | " | Kimochi, Inc. |
| 690-89/90 | " | John W. King Senior Center |
| 691-89/90 | " | Korean Center, Inc. |
| 692-89/90 | " | Legal Assistance to the Elderly |
| 693-89/90 | " | Meals on Wheels of S.F., Inc. |
| 694-89/90 | " | Mission Community Legal Defense, Inc. |
| 695-89/90 | " | Mission Neighborhood Centers, Inc. |
| 696-89/90 | " | North of Market Senior Services |
| 697-89/90 | " | Operation Concern of PPMC |

CLASSIFICATION MATTERS (cont.)

1074-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---|---|
| 698-89/90 | Commission on Aging | PPMC Senior Services |
| 699-89/90 | " | Pleasure Endeavors Projects, Inc. |
| 700-89/90 | " | Reality House West |
| 701-89/90 | " | Recreation Center for the Handicapped, Inc. |
| 702-89/90 | " | Russian American Community Services |
| 703-89/90 | " | The Salvation Army |
| 704-89/90 | " | S.F. Institute on Aging |
| 705-89/90 | " | S.F. Senior Center-Downtown Branch |
| 706-89/90 | " | Self-Help for the Elderly |
| 707-89/90 | " | Services for Seniors |
| 708-89/90 | " | Support Services for Elders, Inc. |
| 709-89/90 | " | United Jewish Community Centers |
| 710-89/90 | " | Visitation Valley Community Center |
| 711-89/90 | " | Western Addition Senior Citizens Service Center |
| 712-89/90 | " | Y.M.C.A. of San Francisco |
| Action: | Adopt staff report; notify the offices of the Controller and the Purchaser. | |

1075-90 Survey of one new position for the San Francisco International Airport. (Calendar Item No. 8)

Action: Adopt staff report.

1. Retitle and amend the specification for Class 1817 Copy Reader to Class 1817 Procedural Writer. Draft class specification as detailed in the staff report.
2. Allocate one position approved in the budget as A861 Technical Writer (J Rate \$1342B1626) to Class 1817 Procedural Writer (Sch. 52.0 \$1163B1407; 1990-91 Rate: Sch. 53.1 \$1226B1484).
3. Amend the Annual Salary Ordinance accordingly.
4. Advise the Airport Decentralized Examination Unit to administer an examination for this classification.

CLASSIFICATION MATTERS (cont.)

1077-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 6)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|------------------------------------|--------------------------------------|
| 713-89/90 | Airport | Richard H. Judy and Associates |
| 714-89/90 | Animal Care & Control | The Wildlife Center |
| 715-89/90 | " | S.F. SPCA Hospital |
| 716-89/90 | " | Pets Unlimited |
| 717-89/90 | " | Mission Pet Hospital |
| 718-89/90 | " | All Animals Emergency |
| 719-89/90 | Controller | Northwest Systems Group, Inc. |
| 720-89/90 | " | OBS Companies, Inc. |
| 721-89/90 | " | Cybernetics Professionals, Inc. |
| 722-89/90 | " | Baldwin Forrester & Company |
| 723-89/90 | " | G.W. Consulting |
| 724-89/90 | " | S.K. White Consulting |
| 725-89/90 | " | OBS Companies, Inc. |
| 726-89/90 | " | Mountford Group, Inc. |
| 727-89/90 | " | Shiratori, Inc. |
| 728-89/90 | " | Tim Meager & Associates, Inc. |
| 729-89/90 | " | MSW Computer Consulting |
| 730-89/90 | Controller | G.E. Consulting Services |
| 731-89/90 | " | Precision Writing |
| 732-89/90 | " | Boole and Babbage, Inc. |
| 733-89/90 | District Attorney | New College of California |
| 734-89/90 | " | University of California at Berkeley |
| 735-89/90 | " | Hastings College of Law |
| 736-89/90 | " | Golden Gate University |
| 737-89/90 | " | S.F. State University |
| 738-89/90 | " | University of San Francisco |
| 739-89/90 | Electricity and Telecommunications | Deloitte & Touche |
| 740-89/90 | Human Rights Commission | Linda Coleman |

CLASSIFICATION MATTERS (cont.)

| 1077-90 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-----------------------------|--|
| | 741-89/90 | Juvenile Probation | Cal-State Patrol Service, Inc. |
| | 742-89/90 | Port | Cal-State University-Hayward |
| | 743-89/90 | " | S.F. State University |
| | 744-89/90 | " | S.F. State University |
| | 745-89/90 | " | Cresap Management Consultants, Inc. |
| | 746-89/90 | " | GEO Resource Consultants, Inc./The Mark Group-A Joint Venture |
| | 747-89/90 | " | Respiratory Medical Group, Inc. |
| | 748-89/90 | " | Government Finance Associates & Charles A. Bell Securities Corp. |
| | 749-89/90 | " | Flanagan & Associates |
| | 750-89/90 | " | TF Transportation Consultants |
| | 751-89/90 | " | Journal of Commerce |
| | 752-89/90 | " | Trade Information Planning System (TIPS) |
| | 753-89/90 | " | Manalytics |
| | 754-89/90 | " | Grand World Shipping, Ltd. (Taipei) |
| | 755-89/90 | " | Masahiko Iwashita (Tokyo) |
| | 756-89/90 | " | Port Railroads, Inc. |
| | 757-89/90 | Port | Trade Reps Ltd. (Chicago) |
| | 758-89/90 | Public Health | Community Vocational Enterprises, Inc. |
| | 759-89/90 | " | Westside Community Mental Health Center, Inc. |
| | 760-89/90 | " | S.F. Women's Centers for Chronic Fatigue Immune Dysfunction Syndrome |
| | 761-89/90 | " | Haight Ashbury Free Medical Clinic |
| | 762-89/90 | " | Catholic Charities of San Francisco |
| | 763-89/90 | Public Utilities Commission | Dames & Moore |
| | 764-89/90 | Public Works | O'Brien-Kreitzberg & Associates |

CLASSIFICATION MATTERS (cont.)

| | | | |
|--------------------|---------------|-------------------|--------------------------------------|
| 1077-90 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
| | 765-89/90 | Public Works | Signet Testing Labs |
| | 766-89/90 | Public Works | Rick Arbour & Associates |
| | 767-89/90 | Public Works | Forell/Elsesser, Engineers, Inc. |
| | 768-89/90 | Purchasing | Mardave Compu, Inc. |
| | 769-89/90 | Sheriff | James Edward Nelson |
| | 770-89/90 | Sheriff | Chris Shaeffer |
| | 771-89/90 | Sheriff | Maxine D. Gerritsen |
| | 772-89/90 | Sheriff | Arlene Hamilton |
| | 773-89/90 | Sheriff | Mary Elizabeth Buckner |
| | 774-89/90 | Sheriff | Heather McKay |
| | 775-89/90 | Social Services | Valata Jenkins-Monroe, Ph.D. |
| | 776-89/90 | Social Services | Carolyn B. Block, Ph.D. |
| | 777-89/90 | Social Services | Alicia F. Lieberman, Ph.D. |
| | 778-89/90 | Social Services | Rev. Calvin Jones, Jr. |
| | 779-89/90 | Social Services | Naomi Gray Associates |
| | 780-89/90 | Social Services | Catholic Charities |
| | 781-89/90 | Social Services | Mission Housing Development Corp. |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser. (Commissioner Tomoda excused from voting on Contract Number 734-89/90 pursuant to Charter Section 3.500).

1078-90 Classification of positions in various City departments.
(Calendar Item No. 7)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|----------------------------------|---------------------|--|------------------------------|
| Public Health/ Laguna Honda | 1 | 2450 Pharmacist (Sch. 57.5 \$151381835) | Same |
| Public Health/ Central Office | 1 | 2825 Senior Health Educator (Sch. 60.0 \$170682074) | Same |

Action: Adopt staff report.

COMPENSATION MATTERS

2167-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 9)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|--------------------------------|-----------------------|-------------------------|
| Scott G. Miller 1801 Supervising Performance Auditor | Controller | 5 | 5 |
| Eugene E. Jones 1805 Associate Performance Auditor | Controller | 4 | 4 |
| Toni Ross 2550 Senior Occupational Therapist | Public Health | 3 | 3 |
| Remedios Pickett 2947 Hospital Eligibility Manager | Public Health | 5 | 5 |
| Herman Levias 2947 Hospital Eligibility Manager | Public Health | 5 | 5 |
| Ed Ang 2947 Hospital Eligibility Manager | Public Health | 5 | 5 |
| Edward Lor 2454 Clinical Pharmacist | Public Health | 4 | 4 |
| Ronald D. Abelona 5202 Junior Civil Engineer | Public Utilities Commission | 3 | 3 |
| Robert A. Martin 8176 Trial Attorney | Police | 5 | 5 |
| James Quadra 8174 Attorney | City Attorney | 5 | 5 |
| Jeffrey Golden 8178 Senior Attorney | City Attorney | 5 | 5 |
| Christina Hall 8180 Principal Attorney | City Attorney | 2 | 2 |
| Thomas Owen 8180 Principal Attorney | City Attorney | 2 | 2 |
| Keith Vines 8178 Senior Attorney | District Attorney | 5 | 5 |
| Monica Rivera 2558 Senior Physical Therapist | Public Health | 4 | 4 |
| All employees 3450 Agricultural Inspector | Department of Agriculture | 5 | 5 |
| All employees 6222 Inspector of Weights & Measures | Department of Agriculture | 5 | 5 |

COMPENSATION MATTERS (cont.)

(2167-90)
(cont.)

B. TEMPORARY EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|---|-------------------|-----------------------|--------------------------------------|
| Robert Gutowski 1864 Systems & Procedures Analyst | Controller | 2 | 2 12/31/90 |
| Thomas A. Girlich 1823 Senior Administrative Analyst | Port | 5 | 5 12/31/90 |
| Dennis Sato 2143 Hospital Assistant Administrator | Public Health | 4 | 4 12/31/90 |
| Kenneth Tapley 2312 Licensed Vocational Nurse | Public Health | 3 | 3 12/31/90 |

Action: Adopt staff report.

2168-90 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 10)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

3106-90 Appeal of staff denials of protest of terms of promotive examination announcement for Class 2940 Child Welfare Worker. (Calendar Item No. 17)

Action: Adopt staff report; deny appeals of Raymond W. Boucher, Theresa J. McGovern and Louis Prisco.

3107-90 Appeal of staff denial of application to participate in the promotive examination for Class 2940 Child Welfare Worker. (Calendar Item No. 16)

Action: Adopt staff report; deny appeal of Virginia Buccello. (Ms. Buccello failed to appear).

3528-90 Appeals of staff denials of protest of the minimum requirements for Class 5177 Safety Officer. (Calendar Item No. 15)

April 16, 1990: Over to the meeting of May 21, 1990 at the request of Local 21.

May 21, 1990: Over to the meeting of June 4, 1990 at the request of Local 21.

Action: Over to the meeting of June 18, 1990 at the request of the Airports Commission.

IN-SERVICE MATTERS

4757-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 11)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4764-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 2496 Radiologic Technologist Supervisor and Class 2498 Director, Radiology, from six (6) months to one (1) year. (Calendar Item No. 12)

Action: Post for adoption.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 4, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Florence J. Comeaux, 2312 Licensed Vocational Nurse, 41/E-78,
Department of Public Health, Laguna Honda Hospital, 11/29/89.
(Calendar Item No. 19) (6)

March 19, 1990: Over to the meeting of April 2, 1990 at the
request of the Department of Public Health.

April 2, 1990: Over to the meeting of May 7, 1990 at the
request of the Department of Public
Health. (Special Order of Business at 3
P.M.).

May 7, 1990: Over to the meeting of May 21, 1990 by
Commission action. Ms. Comeaux to submit
additional documents for Commission review
within the next week.

May 21, 1990: Over to the meeting of June 4, 1990 at the
request of the Department of Public
Health. (First Special Order of Business
at 3 P.M.).

Action: Accept the resignation as certified. Cancel all current
examination and eligibility status. Future employment
subject to review and approval of the General Manager,
Personnel after satisfactory completion of two (2)
years' work experience as an Licensed Vocational Nurse
outside the City and County service.

Gregory Currivan, 7367 Radio Technician, 6/E-11, Airports
Commission, 1/1/90. (Calendar Item No. 28) (4)

March 5, 1990: Over to the meeting of April 2, 1990 at Mr.
Currivan's request.

April 2, 1990: Over to the meeting of June 4, 1990 at Mr.
Currivan's request.

Action: Over to the meeting of June 18, 1990 at the request of
the Airports Commission.

Delbert Hayes, 2424 X-Ray Laboratory Aide, 1/E-7, Department of
Public Health, Laguna Honda Hospital, 3/23/90. (Calendar Item No.
23) (7)

May 7, 1990: Over to the meeting of May 21, 1990 at the
request of Local 250.

May 21, 1990: Over to the meeting of June 4, 1990 at the request of Local 250. (Special Order of Business at 4 P.M.).

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' work experience in the medical field outside the City and County service.

Sheila James, 2110 Medical Records Clerk, 2/E-9, Department of Public Health, Laguna Honda Hospital, 5/1/90. (Calendar Item No. 26) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Mary K. Patasaw, 2302 Orderly, 6/E-239, Department of Public Health, San Francisco General Hospital Medical Center, 12/28/89. (Calendar Item No. 24) (7)

March 5, 1990: Off calendar at the request of Local 250. Ms. Patasaw to notify the Assistant Secretary when prepared to proceed. Ms. Patasaw to remain ineligible for all City and County employment pending final determination by the Civil Service Commission.

May 21, 1990: Over to the meeting of June 4, 1990 at the request of the Department of Public Health.

Action: Off calendar at Ms. Patasaw's request. Ms. Patasaw to notify the Assistant Secretary when prepared to proceed. Ineligible for employment in any position covered by the City and County civil service system until a final decision is made by the Civil Service Commission.

Henry Randall, 8322 Senior Counselor, Juvenile Hall, 30/CPE-4, Juvenile Probation Department, Juvenile Court, 5/21/90. (Calendar Item No. 27) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three (3) years' work experience outside the City and County service. Not to be employed again by the Juvenile Probation Department.

Consolacion de los Reyes, 1426 Senior Clerk Typist, 2/CPE-12, San Francisco Unified School District, 4/18/90. (Calendar Item No. 21) (6)

Action: Off calendar at the request of the San Francisco Unified School District.

Kenneth Schorner, 2450 Pharmacist, 2/E-15, Department of Public Health, San Francisco General Hospital Medical Center, 2/12/90. (Calendar Item No. 20) (6)

April 16, 1990: Over to the meeting of May 21, 1990 at the request of Local 790.

May 21, 1990: Over to the meeting of June 4, 1990 at the request of Local 790. (Second Special Order of Business at 3 P.M.).

Action: Over to the meeting of June 18, 1990 at the request of Local 790.

Vicella Smith, 1630 Account Clerk, 255/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 4/6/90. (Calendar Item No. 25) (7)

May 7, 1990: Over to the meeting of May 21, 1990 at the request of Local 790.

May 21, 1990: Over to the meeting of June 4, 1990 at the request of Local 790.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

David Willis, 2708 Custodian, 67/E-1, San Francisco Unified School District, 5/1/90. (Calendar Item No. 6)

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

GENERAL MANAGER'S REPORT. (Calendar Item No. 13)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 14)

1. Staff to report monthly on status of citywide classification study of EDP positions.
2. Commissioner Texidor del Portillo requested that the General Manager, Personnel investigate and report back on the allegations contained in the letter from Alcira Marino dated May 16, 1990.

COMMISSIONERS' NEW BUSINESS (cont.)

3. The Commission announced that it would hold a Special Meeting on Tuesday, June 12, 1990 to review the Memoranda of Understanding establishing the Decentralized Personnel Units in the Department of Public Health, the Public Utilities Commission and the Airports Commission. The Commission requested that there be a written report from the three units delivered to the Commissioners in advance of the Special Meeting which will include an identification of the scope of original agreement and how the department is implementing it; status of examination activity; affirmative action data; and use of provisional employees.
4. Commissioner Texidor del Portillo requested that the General Manager, Personnel report on certain allegations made by Local 21 of discriminatory practices in the Controller's Office.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 29)

None.

A D J O U R N M E N T



City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER
RICHARD J. TOMODA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING MINUTES

JUNE 12, 1990

ROOM 2C (BASEMENT) CITY HALL

1 P.M.

Present: Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

Excused: Commissioner Donovan
Commissioner Tomoda

Commissioner Munson presided

IN-SERVICE MATTERS

4816-90 Review of memoranda of understanding establishing the Decentralized Personnel Units in the Department of Public Health, the Public Utilities Commission, and the Airports Commission.
(Calendar Item No. 1)

Action: The staff is directed to provide the following reports to the Commission for the regular meeting of July 16, 1990:

1. a proposal for a workorder arrangement with the departments currently authorized to operate a Decentralized Personnel Unit;
2. a statement containing the pros and cons of a workorder arrangement;

IN-SERVICE MATTERS (cont.)

4816-90
(cont.)

3. a report of the dollar amount per individual employee that each department would be required to pay to the Civil Service Commission to provide examination and classification services;
4. a draft of two types of memoranda of understanding (MOU) to replace current MOUs - one to continue the decentralized system and the other reflecting conversion to a workorder arrangement;
5. a list of entry level classes unique to one department (for the purposes of this report the first level in a series of classes is entry level);
6. a report itemizing the current budget of each Decentralized Personnel Unit;
7. a report listing the number of staff positions by class in each Decentralized Personnel Unit; and,
8. a report showing the sources of funds and the amount from each source for each Decentralized Personnel Unit.



City and County of San Francisco

CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER
RICHARD J. TOMODA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - JUNE 18, 1990

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Texidor del Portillo (Item Missed: 20)
Commissioner Tomoda

Excused: Commissioner Munson

Commissioner Mickins presided

MINUTES: Regular Meeting of June 4, 1990

Action: Approve.

ANNOUNCEMENTS:

The Civil Service Commission has cancelled its meeting of July 2, 1990. The Commission will meet next on Monday, July 16, 1990.

CLASSIFICATION MATTERS

1081-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

NUMBER

DEPARTMENT

CONTRACTOR

782-89/90

Airport

San Francisco Conservation
Corps

CLASSIFICATION MATTERS (cont.)

| 1081-90 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-----------------------|--|
| | 783-89/90 | Animal Care & Control | The Wildlife Center |
| | 784-89/90 | Arts Commission | Shelley Jurs |
| | 785-89/90 | Arts Commission | Carl Cheng |
| | 786-89/90 | Arts Commission | Vicki Scuri |
| | 787-89/90 | Arts Commission | Doug Hollis |
| | 788-89/90 | Arts Commission | Reiko Goto, Tim Collins |
| | 789-89/90 | Arts Commission | Gary Grahm |
| | 790-89/90 | Arts Commission | Piero Mussi/Artworks Foundry |
| | 791-89/90 | Controller | Precision Writing |
| | 792-89/90 | Controller | Pacific Coast Systems, Inc. |
| | 793-89/90 | Controller | Pine Drive Associates |
| | 794-89/90 | Controller | Owens Information Systems, Inc. |
| | 795-89/90 | Mayor's Office | Berkeley Planning Associates (BPA) |
| | 796-89/90 | Port | DKS Associates |
| | 797-89/90 | Public Health | S.F. Suicide Prevention, Inc. |
| | 798-89/90 | Public Health | Volunteer Center of San Francisco |
| | 799-89/90 | Public Health | Patients' Rights Advocacy Services, Inc. |
| | 800-89/90 | Public Health | North of Market Senior Services |
| | 801-89/90 | Public Health | PSP Information Group, Inc. |
| | 802-89/90 | Public Health | Swords to Plowshares |
| | 803-89/90 | Public Health | The Episcopal Sanctuary |

CLASSIFICATION MATTERS (cont.)

1081-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|--------------------------------|--|
| 804-89/90 | Public Health | Bay Area Portable, Inc. |
| 805-89/90 | Public Health | S.F. Mental Health Education Funds, Inc. |
| 806-89/90 | Public Health | Bayview Hunter's Point Foundation - Afterquake Project |
| 807-89/90 | Public Health | California College of Podiatric Medicine |
| 808-89/90 | Public Health | Regents, University of California, San Francisco |
| 809-89/90 | Public Health | San Francisco Hearing & Speech Center |
| 810-89/90 | Public Health | Midwest Inventory Service, Inc. |
| 811-89/90 | Public Health | Withbert W. Payne, CPA |
| 812-89/90 | Public Health | Shanti Project |
| 813-89/90 | Public Health | S.F. AIDS Foundation (Client Services & Education) |
| 814-89/90 | Public Health | National Association of Black & White Men Together |
| 815-89/90 | Public Health | Mission Neighborhood Health Center |
| 816-89/90 | Public Health | Health Management Systems, Inc. |
| 817-89/90 | Public Health | Tecxel Corporation |
| 818-89/90 | Public Utilities Commission | Transit Maintenance Consultants |
| 819-89/90 | Public Utilities Commission | J & W Leas and Associates |
| 820-89/90 | Public Utilites Commission | CH2M Hill |

CLASSIFICATION MATTERS (cont.)

1081-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---|---|
| 821-89/90 | Public Works | ECO Analysis, Inc. |
| 822-89/90 | Recreation and Park | The Duffey Company |
| 823-89/90 | Sheriff | Dr. Harry Edwards |
| 824-89/90 | Sheriff | Ruth Morgan |
| 825-89/90 | Social Services | Catholic Charities (Guerrero House) |
| 826-89/90 | Social Services | Central City Hospitality House (Cambridge Hotel) |
| 827-89/90 | Social Services | Travelers Aid San Francisco |
| 828-89/90 | Fire | Core Corporation |
| 829-89/90 | Public Works | Glumac & Associates, Inc. |
| 830-89/90 | Controller | OBS Companies, Inc. |
| 831-89/90 | Controller | OBS Companies, Inc. |
| 832-89/90 | Controller | G.E. Consulting Services |
| 833-89/90 | Controller | G.E. Consulting Services |
| Action: | Adopt staff report; notify the offices of the Controller and the Purchaser | |

COMPENSATION MATTERS

2179-90 Amendment to Actuarial Study related to the Trust Fund established
by Charter Section 8.404 for Fiscal Year 1989-90. (Calendar Item
No. 14)

Action: Transmit amended actuarial study to the Board of
Supervisors, the General Manager, Public Utilities
Commission, Employee Relations Division, Mayor's Office,
and representatives of the Transport Workers Union for
review and meet and confer considerations.

COMPENSATION MATTERS (cont.)

2181-90 Survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in the State of California. (Calendar Item No. 13)

Action: Adopt staff report; certify rates to the Board of Supervisors pursuant to Section 8.405 of the Charter.

2182-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 5)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------|-----------------------|-------------------------|
| Jill Manton 3542 Curator II | Arts Commission | 5 | 5 |
| Joyce Pennington 1444 Secretary I | Public Library | 3 | 3 |
| Mark Hall 3630 Librarian I | Public Library | 3 | 3 |
| All Appointments 2330 Nurse Anesthetist | Public Health | 4 | 4 |
| Susan Cupples 2548 Occupational Therapist | Public Health | 3 | 3 |

B. TEMPORARY EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|--|-------------------------|-----------------------|--------------------------------------|
| Del Price A067 Legislative Policy Analyst | Board of Supervisors | 5 | 5 12/31/90 |
| Martha Jimenez A067 Legislative Policy Analyst | Board of Supervisors | 3 | 3 12/31/90 |
| Scott G. Miller 1801 Supervising Performance Auditor | Controller | 5 | 5 12/31/90 |

COMPENSATION MATTERS (cont.)

2182-90
(cont.)

B. TEMPORARY EXEMPT APPOINTMENTS (cont.)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|--|--------------------------------|-----------------------|--------------------------------------|
| Eugene E. Jones, Jr. 1805 Associate Performance Auditor | Controller | 4 | 4 12/31/90 |
| Mary McParland 1446 Secretary II | Public Health | 5 | 5 12/31/90 |
| Tom Rickert 9146 Manager, Elderly and Handicapped Program, MUNI | Public Utilities Commission | 2 | 2 12/31/90 |
| Waynette Wash 1458 Legal Secretary I | Tax Collector | 4 | 4 12/31/90 |

Action: Adopt staff report.

2183-90

Review of request for approval of proposed personal services contract to conduct an actuarial survey of Transit Operator benefits in accordance with Charter Section 8.404. (Calendar Item No. 9)

Action: Adopt staff report; notify the offices of the Controller and the Purchaser. (Commissioner Tomoda excused from voting on this item pursuant to Charter Section 3.500).

EXAMINATION MATTERS

3115-90

Selection and adoption of numerical listing of alternative method for breaking tie scores, exclusive of uniform classifications, for Fiscal Year 1990-91. (Calendar Item No. 23)

Action: The Commission adopted the following numbers in the order listed as the alternative method of breaking tie scores: 1. 8; 2. 3; 3. 6; 4. 5; 5. 4; 6. 1; 7. 7; 8. 0; 9. 9; 10. 2.

EXAMINATION MATTERS (cont.)

- 3528-90 Appeals of staff denials of protest of the minimum requirements for Class 5177 Safety Officer. (Calendar Item No. 15)
- April 16, 1990: Over to the meeting of May 21, 1990 at the request of Local 21.
- May 21, 1990: Over to the meeting of June 4, 1990 at the request of Local 21.
- June 4, 1990: Over to the meeting of June 18, 1990 at the request of the Airports Commission.
- Action: Off calendar; appeals of Michael Schneider and Walter Graze withdrawn.

IN-SERVICE MATTERS

- 4431-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 1801 Supervising Performance Auditor, Class 1805 Associate Performance Auditor, and Class 1850 Associate EDP Auditor, from six (6) months to one (1) year. (Calendar Item No. 7)
- April 2, 1990: Post for adoption.
- Action: Over to the meeting of July 16, 1990 at the request of Local 21.
- 4764-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 2496 Radiologic Technologist Supervisor and Class 2498 Director, Radiology, from six (6) months to one (1) year. (Calendar Item No. 6)
- June 4, 1990: Post for adoption.
- Action: Adopt.

IN-SERVICE MATTERS (cont.)

4823-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 10)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

6077-89 Proposed amendment to Civil Service Commission Rule 5 - General Hearing and Meeting Procedure, Section 5.06 - Appeal of General Manager's Action. (Calendar Item No. 8)

December 4, 1989: Post for adoption.

Action: Adopt.

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Gregory Currivan, 7367 Radio Technician, 6/E-11, Airports
Commission, 1/1/90. (Calendar Item No. 17) (4)

March 5, 1990: Over to the meeting of April 2, 1990 at Mr.
Currivan's request.

April 2, 1990: Over to the meeting of June 4, 1990 at Mr.
Currivan's request.

June 4, 1990: Over to the meeting of June 18, 1990 at the
request of the Airports Commission.

Action: Future employment as a Radio Technician at the Airports
Commission subject to be review and approval of the
General Manager, Personnel after two (2) years of
satisfactory employment as a Radio Technician in a
similar position outside the City and County Service.

Jack F. Fitzpatrick, H2 Firefighter, 115/E-24, San Francisco Fire
Department, 4/12/90. (Calendar Item No. 19) (6)

Action: Off calendar at the request of Mr. Fitzpatrick's
attorney. Mr. Fitzpatrick to notify the Assistant
Secretary when prepared to proceed. Ineligible for
employment in any position covered by the City and
County of San Francisco civil service system pending
final Civil Service Commission action.

John Graham, 7346 Painter, 34/E-4, Department of Public Health, Laguna Honda Hospital, 5/17/90. (Calendar Item No. 22) (7)

Action: Over to the meeting of July 16, 1990 at the request of Local 4.

Victoria Greenly, 2708 Custodian, 121/E-4, San Francisco Community College District, 5/2/90. (Calendar Item No. 20) (6)

Action: Remand to the department. (Commissioner Texidor del Portillo excused from voting pursuant to Charter Section 3.501).

Mary K. Patasaw, 2302 Orderly, 6/E-239, Department of Public Health, San Francisco General Hospital Medical Center, 12/28/89. (Calendar Item No. 21) (7)

March 5, 1990: Off calendar at the request of Local 250. Ms. Patasaw to notify the Assistant Secretary when prepared to proceed. Ms. Patasaw to remain ineligible for all City and County employment pending final determination by the Civil Service Commission.

May 21, 1990: Over to the meeting of June 4, 1990 at the request of the Department of Public Health.

June 4, 1990: Off calendar at Ms. Patasaw's request. Ms. Patasaw to notify the Assistant Secretary when prepared to proceed. Ineligible for employment in any position covered by the City and County civil service system until a final decision is made by the Civil Service Commission.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years work experience outside the City and County Service. Not to be employed again by the Department of Public Health.

John Graham, 7346 Painter, 34/E-4, Department of Public Health,
Laguna Honda Hospital, 5/17/90. (Calendar Item No. 22) (7)

Action: Over to the meeting of July 16, 1990 at the request of
Local 4.

Victoria Greenly, 2708 Custodian, 121/E-4, San Francisco Community
College District, 5/2/90. (Calendar Item No. 20) (6)

Action: Remand to the department. (Commissioner Texidor del
Portillo excused from voting pursuant to Charter Section
3.501).

Mary K. Patasaw, 2302 Orderly, 6/E-239, Department of Public Health,
San Francisco General Hospital Medical Center, 12/28/89. (Calendar
Item No. 21) (7)

March 5, 1990: Off calendar at the request of Local 250.
Ms. Patasaw to notify the Assistant
Secretary when prepared to proceed. Ms.
Patasaw to remain ineligible for all City
and County employment pending final
determination by the Civil Service
Commission.

May 21, 1990: Over to the meeting of June 4, 1990 at the
request of the Department of Public Health.

June 4, 1990: Off calendar at Ms. Patasaw's request. Ms.
Patasaw to notify the Assistant Secretary
when prepared to proceed. Ineligible for
employment in any position covered by the
City and County civil service system until
a final decision is made by the Civil
Service Commission.

Action: Cancel all current examination and eligibility status.
Future employment subject to review and approval of the
General Manager, Personnel after satisfactory completion
of two (2) years work experience outside the City and
County Service. Not to be employed again by the
Department of Public Health.

Kenneth Schorner, 2450 Pharmacist, 2/E-15, Department of Public Health, San Francisco General Hospital Medical Center, 2/12/90.
(Calendar Item No. 18) (6)

April 16, 1990: Over to the meeting of May 21, 1990 at the request of Local 790.

May 21, 1990: Over to the meeting of June 4, 1990 at the request of Local 790. (Second Special Order of Business at 3 P.M.).

June 4, 1990: Over to the meeting of June 18, 1990 at the request of Local 790.

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

GENERAL MANAGER'S REPORT (Calendar Item No. 11)

None.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 12)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 24)

None.

A D J O U R N M E N T



City and County of San Francisco

CIVIL SERVICE COMMISSION

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RICHARD J. TOMODA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING MINUTES

JUNE 18, 1990

ROOM 282, SECOND FLOOR, CITY HALL

2 P.M.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Texidor del Portillo
Commissioner Tomoda

Excused: Commissioner Munson

Commissioner Mickins presided

EXAMINATION MATTERS

3543-90 Appeals of the Screening Committee's decision in the examination for Class 2969 Assistant Director, Social Services Program, (Calendar Item No. 1)

Action: Deny appeals of John Gan; John Borelli; and, James Butler, Local 535.



City and County of San Francisco

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RICHARD J. TOMODA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - JULY 16, 1990

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo
Commissioner Tomoda

Commissioner Munson presided

MINUTES: A. Special Meeting of June 12, 1990
B. Regular Meeting of June 18, 1990
C. Special Meeting of June 18, 1990

Action: Approve.

ANNOUNCEMENTS

None.

CLASSIFICATION MATTERS

1091-90 Classification of proposed positions in the 1990-91 budget.
(Calendar Item No. 5)

Action: Allocate positions to recommended classifications.

CLASSIFICATION MATTERS (cont.)

1092-90 Classification of positions in various City departments.
(Calendar Item No. 6)

| <u>DEPARTMENT</u> | <u>NO. POS.</u> | <u>BUDGETED CLASS AND RATE</u> | <u>RECOMMENDED CLASS</u> |
|--|---------------------|--|--|
| Airport | 1 | 3522 Senior Museum Preparator (Sch. 50.3 \$1073B1298) | Same |
| Port | 1 | A741 Public & Government Affairs Director (J Rate \$2084B2533) | Establish Class 9382 Government and Public Affairs Manager, Port (J,2 Sch. 64.1 \$2084B2533) Draft class specification as detailed in the staff report. |
| Public Health/ Central Office | 1 | 2825 Senior Health Educator (Sch. 60.6 \$1756B2135) | Same |
| | 1 | 2822 Health Educator (Sch. 59.1 \$1634B1985) | Same |
| | 1 | 1844 Senior Management Assistant (Sch. 57.6 \$1520B1844) | Same |
| | 1 | 1446 Secretary II (Sch. 49.4 \$1027B1243) | 1444 Secretary I (Sch. 46.3 \$887B1073) |
| | 1 | 1720 Data Entry Operator (Sch. 43.3 \$769B929) | Same |
| | 1 | 2112 Medical Records Technician (Sch. 50.6 \$1088B1316) | Same |
| | 1 | 2328 Nurse Practitioner (Sch. 61.7 \$1853B2314) | Same |
| Public Health/ Laguna Honda Hospital | 1 | 2920 Medical Social Worker (Sch. 57.2 \$1491B1809) | Same |

CLASSIFICATION MATTERS (cont.)

| | | | | |
|--------------------|--|---------------------|--|------------------------------|
| 1092-90 (cont.) | <u>DEPARTMENT</u> | <u>NO. POS.</u> | <u>BUDGETED CLASS AND RATE</u> | <u>RECOMMENDED CLASS</u> |
| | Public Health/ S.F. General Hospital | 10 | 2305 Psychiatric Technician (Sch. 50.4 \$1078B1304) | Same |
| | Public Health/ CMHS | 1 | 2930 Psychiatric Social Worker (Sch. 57.2 \$1491B1809) | Same |

Action: Adopt staff report.

1093-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| | | |
|---------------|----------------------------|--|
| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
| 1-90/91 | Airport | New Mont Elevator Analysts, Inc. |
| 2-90/91 | Controller | Boole and Babbage, Inc. |
| 3-90/91 | Fire | Health Check, Davies Medical Center |
| 4-90/91 | Health Service System | Blue Cross of California |
| 5-90/91 | Health Service System | Rael & Letson |
| 6-90/91 | Health Service System | Pacific Peer Review |
| 7-90/91 | Human Rights Commission | Automation Training Specialist, Inc. |
| 8-90/91 | Mayor's Office | Calvin Louie, CPA |
| 9-90/91 | Mayor's Office | Morrisania West |
| 10-90/91 | Mayor's Office | Catholic Charities - Mission District |
| 11-90/91 | Mayor's Office | San Francisco Educational Services |

CLASSIFICATION MATTERS (cont.)

| 1093-90 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-------------------|--|
| | 12-90/91 | Mayor's Office | Chinatown Youth Services |
| | 13-90/91 | Mayor's Office | Central City Hospitality House |
| | 14-90/91 | Mayor's Office | Legal Services for Children |
| | 15-90/91 | Mayor's Office | Real Alternatives Program |
| | 16-90/91 | Mayor's Office | Manatos & Manatos |
| | 17-90/91 | Mayor's Office | Hellan Roth Dowden |
| | 18-90/91 | Mayor's Office | San Francisco Host Committee |
| | 19-90/91 | Parking Authority | Laura Hogan Design |
| | 20-90/91 | City Planning | Recht-Hausrath |
| | 21-90/91 | Police | Center for Human Development |
| | 22-90/91 | Police | Catholic Charities Family Services |
| | 23-90/91 | Police | Maryann Fleming |
| | 24-90/91 | Port | University of California at Berkeley |
| | 25-90/91 | Public Health | Arriba Juntos/Institute for the Arts of Living |
| | 26-90/91 | Public Health | Haight Ashbury Free Clinics, Inc. |
| | 27-90/91 | Public Health | Regents of the University of California, Langley Porter Hospital |
| | 28-90/91 | Public Health | Catholic Charities of San Francisco |
| | 29-90/91 | Public Health | Shared Medical System |
| | 30-90/91 | Public Health | Catholic Charities |
| | 31-90/91 | Public Health | Children's Council of San Francisco |
| | 32-90/91 | Public Health | Continuum HIV Day Services |

CLASSIFICATION MATTERS (cont.)

| 1093-90 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-------------------|---|
| | 33-90/91 | Public Health | Northern California Ambulatory Health Services |
| | 34-90/91 | Public Health | Asian American Recovery Services |
| | 35-90/91 | Public Health | Family Service Agency of San Francisco |
| | 36-90/91 | Public Health | Housing for Independent People, Inc. |
| | 37-90/91 | Public Health | Respiratory Registry |
| | 38-90/91 | Public Health | Fil Beza |
| | 39-90/91 | Public Health | Family Service Agency |
| | 40-90/91 | Public Health | Audrey L. Smith Development Center, Inc. |
| | 41-90/91 | Public Health | Baker Places, Inc. |
| | 42-90/91 | Public Health | Chemical Awareness and Treatment Services, Inc. |
| | 43-90/91 | Public Health | Haight Ashbury Free Clinics, Inc. (Alcohol Treatment) |
| | 44-90/91 | Public Health | Haight Ashbury Free Clinics, Inc. (Drug Detox and Aftercare) |
| | 45-90/91 | Public Health | Liberation House, Inc. |
| | 46-90/91 | Public Health | Oakes Children's Center, Inc. |
| | 47-90/91 | Public Health | Regents of the University of California (Aids Health Project) |
| | 48-90/91 | Public Health | S.F. Mental Health Education Funds, Inc. |
| | 49-90/91 | Public Health | S.F. Suicide Prevention, Inc. |
| | 50-90/91 | Public Health | Walden House, Inc. |

CLASSIFICATION MATTERS (cont.)

| 1093-90 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|--------------------------------|---|
| | 51-90/91 | Public Health | Bayview Hunter's Point Multipurpose Senior Center |
| | 52-90/91 | Public Health | U.C.S.F. Family and Community Medicine/Denise Rogers, M.D. |
| | 53-90/91 | Public Health | Department of Biomechanics, CA. College of Podiatric Medicine |
| | 54-90/91 | Public Health | Mission Neighborhood Health Center |
| | 55-90/91 | Public Health | The Regents of the University of California |
| | 56-90/91 | Public Health | University of California San Francisco School of Medicine |
| | 57-90/91 | Public Health | Damon Clinical Laboratories |
| | 58-90/91 | Public Utilities Commission | George Pattee |
| | 59-90/91 | Public Utilities Commission | Camp Dresser & McKee, Inc. |
| | 60-90/91 | Public Utilities Commission | Gerald I. West, Ph.D. |
| | 61-90/91 | Public Utilities Commission | R.C. Research |
| | 62-90/91 | Public Utilities Commission | Peter Moyle, Ph.D. |
| | 63-90/91 | Public Utilities Commission | S.F. League of Urban Gardeners |
| | 64-90/91 | Public Works | California Computer Options |
| | 65-90/91 | Public Works | Faye Bernstein and Associates |
| | 66-90/91 | Public Works | Roger P. Maineri and Associates |

CLASSIFICATION MATTERS (cont.)

| 1093-90 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-------------------|--------------------------------------|
| | 67-90/91 | Public Works | H.J. Degnekolb, Structural Engineer |
| | 68-90/91 | Public Works | H.J. Degnekolb, Structural Engineer |
| | 69-90/91 | Public Works | James M. Montgomery |
| | 70-90/91 | Public Works | Joseph Chow and Associates |
| | 71-90/91 | Public Works | David Jenkins and Associates, Inc. |
| | 72-90/91 | Public Works | Environmental Science Associates |
| | 73-90/91 | Public Works | Pace Laboratories, Inc. |
| | 74-90/91 | Recreation & Park | Robert Hansen Golden Gate Park Band |
| | 75-90/91 | Retirement | Bankers Trust Company |
| | 76-90/91 | Retirement | Callan & Associates |
| | 77-90/91 | Retirement | Reviewco |
| | 78-90/91 | Retirement | Axe Core Investors |
| | 79-90/91 | Retirement | Axe-Houghton Management, Inc. |
| | 80-90/91 | Retirement | Brinson Partners, Inc. |
| | 81-90/91 | Retirement | Capital Guardian Trust Company |
| | 82-90/91 | Retirement | Caywood Christian Capital Management |
| | 83-90/91 | Retirement | Gifford Fong & Associates |
| | 84-90/91 | Retirement | Hanson Investment Management Company |
| | 85-90/91 | Retirement | Lewis, Bailey Associates, Inc. |
| | 86-90/91 | Retirement | McCullogh, Andrews & Cappiello, Inc. |

CLASSIFICATION MATTERS (cont.)

| | | | |
|--------------------|---------------|---|--|
| 1093-90 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
| | 87-90/91 | Retirement | MacKay Shields Financial Corporation |
| | 88-90/91 | Retirement | Miller, Anderson & Sherrerd |
| | 89-90/91 | Retirement | Nicholas-Applegate Capital Management |
| | 90-90/91 | Retirement | Oeschle International Advisors |
| | 91-90/91 | Retirement | RCM Capital Management |
| | 92-90/91 | Retirement | Scudder, Stevens & Clark |
| | 93-90/91 | Retirement | TCW Asset Management Company |
| | 94-90/91 | Retirement | The Townsend Group |
| | 95-90/91 | Retirement | Trinity Investment |
| | 96-90/91 | Retirement | Warburg Investment Management International |
| | 97-90/91 | S.F.U.S.D. | Belden, Inc. |
| | 98-90/91 | Social Services | AIDS Benefits Counselors |
| | 99-90/91 | Social Services | Central City Hospitality House (Cambridge Hotel) |
| | 100-90/91 | Social Services | Catholic Charities (Guerrero House) |
| | 101-90/91 | Mayor's Office | Operation Contact |
| | 102-90/91 | Public Health | Medicus Systems Corporation |
| Action: | 1. | Contracts Number 99-90/91 and 100-90/91 off calendar at the request of staff. | |
| | 2. | Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser. (Commissioner Tomoda excused from voting on Contracts Number 3-90/91, 4-90/91, 24-90/91, 27-90/91, 47-90/91 and 55-90/91 pursuant to Charter Section 3.500). | |

CLASSIFICATION MATTERS (cont.)

1094-90 Request from the Controller to use the funds from a position in Class 1686 Supervising Auditor for a position in Class 1801 Supervising Performance Auditor. (Calendar Item No. 23)

Action: Refer to staff for report and recommendation. Staff report to include analysis of potential allegations of discrimination, consideration of status of eligibles on the Class 1686 list and other relevant issues.

1095-90 Survey of one new position at the San Francisco International Airport. (Calendar Item No. 9)

Action: Adopt staff report.

1. Retitle and amend the specification for Class 3550 Museum Exhibition Designer to Class 3550 Exhibition Designer. Draft class specification as detailed in the staff report.
2. Allocate one position approved in the budget as Class 3550 Museum Exhibition Designer to Class 3550 Exhibition Designer (Sch. 56.1 \$1414B1714).
3. Amend the Annual Salary Ordinance accordingly.
4. Advise the Airport Decentralized Examination Unit to administer an examination for this classification.

COMPENSATION MATTERS

2201-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 7)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------|-----------------------|-------------------------|
| Mark Barmore 8174 Attorney | City Attorney | 5 | 5 |
| Rhonda Johnson 8178 Senior Attorney | City Attorney | 4 | 4 |
| Camile Hamilton 8178 Senior Attorney | City Attorney | 5 | 5 |

COMPENSATION MATTERS (cont.)

2201-90
(cont.)

A. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|-------------------|-----------------------|-------------------------|
| Mark Paez 5278 Planner II | City Planning | 3 | 3 |
| Janice Padua 1426 Senior Clerk Typist | Public Health | 2 | 2 |
| Enea Bruno 6242 Plumbing Inspector | Public Works | 5 | 5 |
| Patricia Perez-Arce 2574 Clinical Psychologist | Public Health | 5 | 5 |
| Kenneth Willock 8304 Deputy Sheriff | Sheriff | 5 | 5 |

B. TEMPORARY EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|--|-------------------|-----------------------|--------------------------------------|
| Mark Tipton 1805 Associate Performance Auditor | Controller | 3 | 3 12/31/90 |
| George Lemp 2804 Epidemiologist III | Public Health | 3 | 3 12/31/90 |
| All Employees 1440 Medical Transcriber Typist | Public Health | 3 | 3 |
| All Employees 2110 Medical Records Clerk | Public Health | 3 | 3 |
| All Employees 2112 Medical Records Technician | Public Health | 3 | 3 |
| All Employees 2305 Psychiatric Technician | Public Health | 2 | 2 |

COMPENSATION MATTERS (cont.)

2201-90 B. TEMPORARY EXEMPT APPOINTMENTS (cont.)
(cont.)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|---|-------------------|---------------------------|--|
| All Employees 2312 Licensed Vocational Nurse | Public Health | 2 | 2 |
| All Employees 2312 Licensed Vocational Nurse (As Needed) | Public Health | 3 | 3 |
| All Employees 2390 Central Processing and Distribution Technician | Public Health | 2 | 2 |
| All Employees 2442 Diagnostic Medical Sonographer II | Public Health | 5 | 5 |
| All Employees 2450 Pharmacist | Public Health | 3 | 3 |
| All Employees 2493 Associate Radiologic Technologist | Public Health | 5 | 5 |
| All Employees 2494 Staff Radiologic Technologist | Public Health | 5 | 5 |
| All Employees 2495 Senior Radiologic Technologist | Public Health | 5 | 5 |
| All Employees 2496 Radiologic Technologist Supervisor | Public Health | 5 | 5 |
| All Employees 2498 Director, Radiology | Public Health | 5 | 5 |
| Mary Jane Sylvia 8169 Legislative Assistant | City Attorney | 5 | 5 12/31/90 |
| Ralph Jacobsen 1880 Chief of Systems | CAO | 2 | 2 12/31/90 |

COMPENSATION MATTERS (cont.)2201-90 B. TEMPORARY EXEMPT APPOINTMENTS (cont.)
(cont.)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|--|--------------------|---------------------------|--|
| Kenneth Tashien 1880 Chief of Systems | Controller | 3 | 3 12/31/90 |
| Etienne LeGrand 1823 Senior Administrative Analyst | Mayor | 3 | 3 12/31/90 |
| Charles Robbins 9782 Assistant to Mayor I | Mayor | 2 | 2 12/31/90 |
| Margie O'Clair 9782 Assistant to Mayor I | Mayor | 2 | 2 12/31/90 |
| Margaret Roberts 1464 Medical Clerk Steno | Public Health | 3 | 3 12/31/90 |
| Aaron Lara 1736 Computer Operator II | Public Health | 5 | 5 12/31/90 |
| Thomas Fenwick 1737 Senior Computer Operator | Public Health | 3 | 3 12/31/90 |
| Larry Mitchell 1737 Senior Computer Operator | Public Health | 5 | 5 12/31/90 |
| Marsha Herring 2593 Health Program Coordinator III | Public Health | 3 | 3 12/31/90 |
| Karen Sue Sarlo 1312 Public Information Officer | SFUSD | 5 | 5 12/31/90 |
| Alan Briscoe 1818 MIS Specialist II | Social Services | 5 | 5 12/31/90 |
| Ashour Bebla 1821 MIS Manager | Social Services | 5 | 5 12/31/90 |

COMPENSATION MATTERS (cont.)

2201-90 B. TEMPORARY EXEMPT APPOINTMENTS (cont.)
(cont.)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|---|--------------------|---------------------------|--|
| Judy Lefler 2320 Registered Nurse | Social Services | 6 | 6 12/31/90 |
| Patrick Duterte 2948 Senior Social Service Supervisor | Social Services | 5 | 5 12/31/90 |

Action: 1. Matter under Section A related to Mark Paez,
Department of City Planning, over to the meeting
of August 6, 1990.

2. Adopt staff report on all other appointments.

2198-90 Requests for supervisory differential adjustments as provided by
Section IV.F of the Salary Standardization Ordinance.
(Calendar Item No. 8)

Action: Adopt staff report; approve supervisory differential
adjustments; notify departments accordingly.

2213-90 Survey of monthly rates paid to Police Officers and Firefighters in
all cities of 350,000 population or over in the State of California.
(Calendar Item No. 26)

Action: Adopt staff report; certify rates to the Board of
Supervisors pursuant to Section 8.405 of the Charter.

2228-90 Certification of wage schedules for Transit Operators pursuant to
Section 8.404 of the Charter for Fiscal Year 1990-91.
(Calendar Item No. 25)

Action: Adopt staff report; certify wage schedules; forward to
the Board of Supervisors.

EXAMINATION MATTERS

3160-90 Appeal of background rejection for Class Q2 Police Officer by Cheri L. Toney. (Calendar Item No. 27)

Action: Off calendar at the request of the San Francisco Police Department.

3167-90 Appeal of background rejection for Class Q2 Police Officer by Jimmie E. Cato. (Calendar Item No. 28)

Action: Over to the meeting of August 6, 1990 at Mr. Cato's request.

3168-90 Appeal of background rejection for Class Q2 Police Officer by William B. Fobbs. (Calendar Item No. 29)

Action: Deny appeal of William B. Fobbs; sustain the decision of the Chief of Police.

3172-90 Appeal of provisions of the examination announcement for Class 1870 Programmer Analyst Trainee. (Calendar Item No. 30)

Action: Adopt staff report; deny appeal of Robin Ko.

IN-SERVICE MATTERS

4431-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 1801 Supervising Performance Auditor, Class 1805 Associate Performance Auditor, and Class 1850 Associate EDP Auditor, from six (6) months to one (1) year. (Calendar Item No. 10)

April 2, 1990: Post for adoption.

June 18, 1990: Over to the meeting of July 16, 1990 at the request of Local 21.

Action: Off calendar. The General Manager, Personnel directed to write the Mayor's Employee Relations Division to request that the issue of unit assignment of these classes be resolved expeditiously. Status report on progress of the unit assignments to be made at the Civil Service Commission meeting on August 20, 1990.

IN-SERVICE MATTERS (cont.)

- 4956-90 Request from Lawrence Giovacchini to change his ethnicity identification. (Calendar Item No. 13)
- Action: Approve request of Lawrence Giovacchini. Direct the San Francisco Fire Department and the Civil Service MIS Unit to amend its records.
- 4959-90 Request to make as-needed temporary exempt appointments in Class 2312 Licensed Vocational Nurse per Charter Section 8.300(5) and to approve these appointments at Step 3 in the salary range in accordance with Section VII A.3.C of the Salary Standardization Ordinance. (Calendar Item No. 14)
- Action: Over to the meeting of August 6, 1990 at the request of Local 250.
- 4960-90 Request for continuation of temporary exempt status for Class P-103 Special Duty (Per Diem) Nurse. (Calendar Item No. 15)
- Action: Adopt staff report; approve request.
- 4974-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 20)
- Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.
- 4975-90 Proposed Charter amendment (Second Draft) amending Charter Section 4.105 by creating an exempt position of Confidential Secretary to the Chief Adult Probation Officer. (Calendar Item No. 18)
- Action: Adopt staff report; notify the Board of Supervisors that the Civil Service Commission endorses this proposed Charter amendment.

IN-SERVICE MATTERS (cont.)

4976-90 Proposed Charter amendment (Second Draft) amending Charter Sections 8.509, 8.511, 8.557, 8.559-13, 8.581, 8.585-13, 8.586-13, and 8.588-13 regarding employment after retirement for miscellaneous and safety employees. (Calendar Item No. 19)

Action: Adopt staff report; notify the Board of Supervisors that the Civil Service Commission endorses this proposed Charter amendment.

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 911-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. 16)

Action: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

4990-90 Extension of permanent and temporary holdover rights for employees in Class 2526 Ambulance Driver and Class 2528 Medical Steward. (Calendar Item No. 17)

Action: Adopt staff report. Extend holdover rights of former employees in Class 2526 Ambulance Driver and in Class 2528 Medical Steward for a period of one year beginning July 1, 1990 and ending June 30, 1991.

4991-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of Class 8216 Senior Parking Control Officer from six (6) months to one (1) year. (Calendar Item No. 11)

Action: Post.

6003-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of Class 8127 Chief Investigator, Office of Citizen Complaints, from six (6) months to one (1) year. (Calendar Item No. 12)

Action: Post.

IN-SERVICE MATTERS (cont.)

6004-90 Correspondence from Superintendent of Schools Ramon Cortines and Joan-Marie Shelley, President, United Educators of San Francisco, reflecting the intent of the San Francisco Unified School District and the United Educators of San Francisco to jointly seek legislation to bring the paraprofessional employees of the San Francisco Unified School District under the State of California Education Code. (Calendar Item No. 24)

Action: The Civil Service Commission unanimously endorsed the proposal to bring the paraprofessional employees of the San Francisco Unified School District under the State of California Education Code.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 16, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

John Graham, 7346 Painter, 34/E-4, Department of Public Health,
Laguna Honda Hospital, 5/17/90. (Calendar Item No. 35) (7)

June 18, 1990: Over to the meeting of July 16, 1990 at the
request of Local 4.

Action: Off calendar at Mr. Graham's request. Mr. Graham to
notify the Assistant Secretary when prepared to
proceed. Ineligible for any employment covered by the
City and County of San Francisco civil service system
until this matter is resolved by the Civil Service
Commission.

Winchell T. Hayward, 5242 Senior Electrical Engineer, 1/CPE-8,
Public Utilities Commission, Utilities Engineering Bureau, 6/23/90.
(Calendar Item No. 32) (5)

Action: Off calendar at the joint request of Local 21 and Public
Utilities Commission.

Francis O. Leonor, 2320 Registered Nurse, 6/E-870, Department of
Public Health, San Francisco General Hospital Medical Center,
5/31/90. (Calendar Item No. 34) (4)

Action: Off calendar at Ms. Leonor's request. Ms. Leonor to
notify the Assistant Secretary when prepared to
proceed. Ineligible for any employment covered by the
City and County of San Francisco civil service system
until this matter is resolved by the Civil Service
Commission.

Andrea Young, 6120 Environmental Health Inspector, 6/E-15,
Department of Public Health, Central Office 5/30/90. (Calendar Item
No. 33) (6)

Action: Accept the resignation as certified. Cancel all current
examination and eligibility status. Future employment
subject to review and approval of the General Manager,
Personnel after satisfactory completion of five (5)
years' work experience outside the City and County
service. Not to be employed again by the Department of
Public Health.

GENERAL MANAGER'S REPORT. (Calendar Item No. 21)

Report on Decentralized Personnel Units.

The Commission directed the General Manager, Personnel to submit a
plan within ninety (90) days outlining in detail alternative
arrangements, including funding aspects, for restoring the personnel
function of the Decentralized Personnel Units to the direct
management of the General Manager, Personnel, Civil Service
Commission, and within the jurisdiction of the Civil Service
Commission.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 22)

1. Monthly report on city wide classification study of EDP
positions received.
2. Commissioner Texidor del Portillo requested that the Secretary
notify the Mayor that the Commission has received the final
report of the Mayor's Task Force on Family Policy entitled
"Approaching 2000: Meeting the Challenges to San Francisco's
Families" and has directed the staff to expedite the process
of implementing the recommended changes.
3. Commissioner Munson appointed Commissioner Tomoda to represent
the Civil Service Commission at the Mayor's Task Force on
Collective Bargaining.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 36)

The following persons addressed the Commission on the delay in administering the examination for Class 2822 Health Educator:

Sara Rigler-Udo
Valerie Kegebein
John Goodhart
Karen Morgan
Garth Collins

The Commission requested that the General Manager, Personnel investigate this matter and report to the Commission on his findings at the next meeting on August 6, 1990.

A D J O U R N M E N T

In memory of Lorraine Garcia, mother of Larry Garcia, the Civil Service Commission Management Information Services Manager.



City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER
RICHARD J. TOMODA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - AUGUST 6, 1990

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Tomoda

Excused: Commissioner Munson
Commissioner Texidor del Portillo

Commissioner Mickins presided

DOCUMENTS DEPT.

AUG 10 1990
SAN FRANCISCO
PUBLIC LIBRARY

MINUTES: Regular Meeting of July 16, 1990

Action: Approve.

ANNOUNCEMENTS

1. The Civil Service Commission met with the City Attorney at 12:30 P.M. pursuant to Section 54956.9 of the State of California Government Code to discuss pending litigation in the matter of Loomis, et al. versus Silverman, et al. (Superior Court No. 811-096). Commissioners Mickins, Donovan and Tomoda were present. No action was taken.
2. Due to Labor Day holiday on September 3, 1990 which conflicts with the date of a regularly scheduled Civil Service Commission meeting, the Civil Service Commission has cancelled its meeting of September 3, 1990. The Commission will meet once during September 1990 on September 17, 1990.

CLASSIFICATION MATTERS

1094-90 Request from the Controller to use the funds from a position in Class 1686 Supervising Auditor for a position in Class 1801 Supervising Performance Auditor. (Calendar Item No. 11)

July 16, 1990: Refer to staff for report and recommendation. Staff report to include analysis of potential allegations of discrimination, consideration of status of eligibles on the Class 1686 list and other relevant issues.

Action: Off calendar.

1100-90 Appeal of staff denial of a request for appointment rights to Class 3464 Area Supervisor, Parks, Squares and Facilities from Mr. Marvin Zaroni as a result of a layoff from Class 3440 Landscaping and Street Planting Supervisor. (Calendar Item No. 6)

Action: Adopt staff report; deny Mr. Zaroni's request that he be granted appointment rights to Class 3464 Area Supervisor, Parks, Squares and Facilities.

1101-90 Request to designate Class 1844 Senior Management Assistant as similarly related to Class 8247 Emergency Planning Coordinator for layoff purposes. (Calendar Item No. 7)

Action: Adopt staff report.

1. Designate Class 1844 Senior Management Assistant as similarly related to Class 8247 Emergency Planning Coordinator for layoff purposes.
2. Approve the permanent appointment to Class 1844 Senior Management Assistant of Mr. Carl Koon, eligible on the holdover list for Class 8247 Emergency Planning Coordinator, effective August 1, 1990.

CLASSIFICATION MATTERS (cont.)

1102-90 Classification of positions in various City departments.
(Calendar Item No. 5)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|-------------------------|---------------------|---|--|
| Board of Supervisors | 1 | 1840 Junior Management Assistant (Sch. 52.3 \$1180B1429) | 1222 Senior Payroll and Personnel Clerk Sch. 51.7 \$1147B1388. |
| Public Works | 1 | 5204 Assistant Civil Engineer (Sch. 56.9 \$1470B1782) | Same |
| | 1 | 1844 Senior Management Assistant (Sch. 57.6 \$1520B1844) | Same |
| Human Rights Commission | 4 | 2992 Contract Compliance Officer I (Sch. 59.3 \$1650B2004) | Same |

Action: Adopt staff report.

1103-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 103-90/91 | Airport | Friedland Associates |
| 104-90/91 | Arts Commission | San Francisco State University |
| 105-90/91 | City Attorney | Golden Gate University Hastings College of the Law, University of San Francisco |
| 106-90/91 | City Attorney | Golden Gate University Hastings College of the Law, University of San Francisco |
| 107-90/91 | Controller | Pilot Executive Software |
| 108-90/91 | Fire | Tiburon/PSW3, Inc. |

CLASSIFICATION MATTERS (cont.)

| 1103-90 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|--------------------|--|
| | 109-90/91 | Fire | California Specialized Training Institute |
| | 110-90/91 | Juvenile Probation | Potrero Hill Neighborhood House |
| | 111-90/91 | Juvenile Probation | Bayview Hunter's Point Foundation |
| | 112-90/91 | Public Health | MEDS of Pennsylvania, Inc. |
| | 113-90/91 | Public Health | Carolyn K. Harvey, D.P.M. |
| | 114-90/91 | Public Health | Peter B. Harrison, M.D. |
| | 115-90/91 | Public Health | Haight Ashbury Free Clinic, Inc. |
| | 116-90/91 | Public Health | The Salvation Army |
| | 117-90/91 | Public Health | Windom Health Enterprises |
| | 118-90/91 | Public Health | University of California, S.F. |
| | 119-90/91 | Public Health | H.H. Brady, D.D.S. |
| | 120-90/91 | Public Works | Everett Brandon and Associates |
| | 121-90/91 | Public Works | Oracle Corporation |
| | 122-90/91 | Public Works | Connor Neely Associates, Inc. |
| | 123-90/91 | Public Works | Galson Technical Services |
| | 124-90/91 | Public Works | Asbestos Consultants of California |
| | 125-90/91 | Public Works | Tim Meager and Associates |
| | 126-90/91 | Public Works | Mick Hurley Consulting |
| | 127-90/91 | Public Works | Duffy and Duffy |
| | 128-90/91 | Public Works | DPAS Sanford Zimmerman |
| | 129-90/91 | Recorder | Infotox |

CLASSIFICATION MATTERS (cont.)

1103-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---------------------------------|---|
| 130-90/91 | Registrar | Data Information Management Systems |
| 131-90/91 | S.F. Community College District | Liebert, Cassidy & Frierson |
| 132-90/91 | Sheriff | Jennifer Geagan |
| 133-90/91 | Social Services | Regents of the University of California: Fragile Infant |
| 134-90/91 | Social Services | Catholic Youth Organization/Charila Foundation |
| 135-90/91 | Social Services | Family Service Agency of S.F. |
| 136-90/91 | Social Services | U.C. California, Infant-Parent Program |
| 137-90/91 | Social Services | San Francisco Child Abuse Council |
| 138-90/91 | Social Services | San Francisco Food Bank |

- Action:
1. Contracts Number 133-90/91 and 136-90/91 over to the meeting of August 20, 1990 due to lack of a quorum in that only three Commissioners were present and Commissioner Tomoda was excused from voting on these two contracts under Charter Section 3.500.
 2. Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2201-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 8)

July 16, 1990: Matter under Section A related to Mark Paez, Department of City Planning, over to the meeting of August 6, 1990.

COMPENSATION MATTERS (cont.)

2201-90 A. PERMANENT AND EXEMPT APPOINTMENTS
(cont.)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|------------------------------|-------------------|-----------------------|-------------------------|
| Mark Paez 5278 Planner II | City Planning | 3 | 3 |

Action: Adopt staff report.

2247-90 Review of proposed Charter amendment adding Sections 8.509-1, 8.509-2, 8.509-3, 8.509-4, 8.509-5, 8.509-6 and 8.509-7 regarding impartial arbitration of wage and benefit disputes for the Fire Department, Police Department and Airport Police Officers. (Calendar Item No. 13)

Action: Over to the meeting of August 20, 1990 to allow time for proponents of this measure to submit written statement as requested by Vince Courtney of the law firm of Davis, Reno and Courtney.

2249-90 Request for appointment above the entrance rate for various employees. (Calendar Item No. 9)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|-------------------------------------|-----------------------|-------------------------|
| Patricia Marrone 1549 Secretary, Juvenile Probation Commission | Juvenile Probation Commission | 5 | 5 |
| Carol Shagoury 2323 Clinical Nurse Specialist | Public Health | 5 | 5 |
| Mongkol Mahavongtrakul 5234 Junior Electrical Engineer | Public Utilities Commission | 5 | 5 |
| Alex Kwan 6242 Plumbing Inspector | Public Works | 3 | 3 |
| Daniel Shea 6242 Plumbing Inspector | Public Works | 5 | 5 |

COMPENSATION MATTERS (cont.)

2249-90 B. TEMPORARY EXEMPT APPOINTMENTS
(cont.)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|---|------------------------|-----------------------|--------------------------------------|
| Karen Knoell 2450 Pharmacist (20 Hours) | Public Health | 5 | 5 6/30/91 |
| Karen Knoell 2454 Clinical Pharmacist (20 Hours) | Public Health | 3 | 3 6/30/91 |
| Chris Collins 1842 Management Assistant | Social Services | 4 | 4 6/30/91 |
| Joseph Hancock 1471 Elections Worker | Registrar of Voters | 5 | 5 6/30/91 |
| Aurora Pan 1471 Elections Worker | Registrar of Voters | 5 | 5 6/30/91 |
| Sandra Schwartz 8419 Prisoner Services Counselor | Sheriff | 5 | 5 6/30/91 |

Action: Adopt staff report.

EXAMINATION MATTERS

3167-90 Appeal of background rejection for Class Q2 Police Officer by
Jimmie E. Cato. (Calendar Item No. 17)

July 16, 1990: Over to the meeting of August 6, 1990 at
Mr. Cato's request.

Action: Over to the meeting of September 17, 1990 at the request
of Mr. Cato's attorney.

3174-90 Appeal of background rejection for Class Q2 Police Officer by David
M. Godmintz. (Calendar Item No. 19)

Action: Deny appeal; sustain the decision of the Chief of Police
(no show).

EXAMINATION MATTERS (cont.)

3175-90 Appeal of background rejection for Class Q2 Police Officer by Joan L. House. (Calendar Item No. 18)

Action: Over to the meeting of August 20, 1990 at Ms. House's request.

IN-SERVICE MATTERS

4959-90 Request to make as-needed temporary exempt appointments in Class 2312 Licensed Vocational Nurse per Charter Section 8.300(5) and to approve these appointments at Step 3 in the salary range in accordance with Section VII A.3.C of the Salary Standardization Ordinance. (Calendar Item No. 10)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of Local 250.

Action: Adopt staff report; approve request.

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 911-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. 16)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

Action:

1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

IN-SERVICE MATTERS (cont.)

6107-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 12)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 6, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Joel Anderson, 5362 Civil Engineering Assistant II, 51/CPE-3,
Department of Public Works, Clean Water Program, 7/29/89. (Calendar
Item No. 23) (4)

September 18, 1989: Off calendar at the request of the Civil
Service Commission EEO Unit.

Action: Over to the meeting of August 20, 1990 at the request of
the Department of Public Works.

Maria Aponte, 1424 Clerk Typist, LT, Department of Public Health,
San Francisco General Hospital Medical Center, 6/22/90. (Calendar
Item No. 22) (1)

Action: Off calendar. Request for hearing withdrawn.
Departmental recommendation to be implemented
administratively.

Christopher Hollingsworth, 2312 Licensed Vocational Nurse, 2/E-102,
Department of Public Health, San Francisco General Hospital Medical
Center, 6/26/90. (Calendar Item No. 24) (4)

Action: Dismiss from the City and County Service. Cancel all
current examination and eligibility status. Future
employment subject to review and approval of the General
Manager, Personnel after satisfactory completion of one
year's work experience outside the City and County
service.

Ronald Urrutia, 1404 Clerk, 11/CPE-2, Department of Public Health, San Francisco General Hospital Medical Center, 5/17/90. (Calendar Item No. 26) (6)

Action: Off calendar at the request of the Department of Public Health.

Marietta A. Victa, 1842 Management Assistant, 79/CPE-6, San Francisco Fire Department, 7/12/90. (Calendar Item No. 21) (5)

Action: Over to the meeting of August 20, 1990 at the request of Ms. Victa's attorney.

Maria Winthal, 1404 Clerk, 57/CPE-3, Department of Public Health, San Francisco General Hospital Medical Center, 7/2/90. (Calendar Item No. 25) (3)

Action: Over to the meeting of September 17, 1990 at the request of Local 790.

GENERAL MANAGER'S REPORT (Calendar Item No. 14)

- A. Report by the Director of Training on the Citywide Management Training Needs Analysis.
- B. Report on schedule of examination for Class 2822 Health Educator as requested at the Civil Service Commission meeting of July 16, 1990.

Reports submitted. No action taken.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 15)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 27)

None.

A D J O U R N M E N T



City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER
RICHARD J. TOMODA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

AMENDED

REGULAR MEETING - AUGUST 20, 1990

PART I - 2 P.M.

Present: Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo
Commissioner Tomoda

Excused: Commissioner Donovan

Commissioner Munson presided

MINUTES: Regular Meeting of August 6, 1990

Action: Approve.

ANNOUNCEMENTS:

1. Due to the Labor Day Holiday, the Civil Service Commission has cancelled its meeting of September 3, 1990. The Commission will meet once during September on Monday, September 17, 1990.
2. Report of Executive Sessions:

ANNOUNCEMENTS (cont.)

- A. The Civil Service Commission met in closed session on Monday, August 13, 1990 at 4 P.M. in Room 154C City Hall pursuant to Section 54956.9 of the Government Code of the State of California to discuss pending litigation in the matter of the Officers for Justice, et al. versus the Civil Service Commission, et al. and the United States of America versus the City and County of San Francisco, et al. (United States District Court C73-0657 RFP and C77-2884 RFP). All the members of the Civil Service Commission were present. No action was taken.
- B. The Civil Service Commission met in closed session on Monday, August 13, 1990 at 4:30 P.M. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss the appeal of Robert J. Geary in the examination for Class Q50 Police Sergeant, San Francisco Police Department, pursuant to the appeal procedure dictated by the Supplemental Order of the United States District Court in the matter of the Officers for Justice, et al. versus the Civil Service Commission, et al. and the United States of America versus the City and County of San Francisco, et al. (United States District Court C73-0657 RFP and C77-2884 RFP). All the members of the Commission were present. The Commission voted unanimously to deny the appeal.
- C. The Civil Service Commission met in closed session on Monday, August 20, 1990 at 12 Noon in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss a labor relations matter with its labor negotiator. Present were Commissioners Munson, Mickins and Tomoda. The Commission instructed its labor negotiator.
- D. The Civil Service Commission met in closed session on Monday, August 20, 1990 at 12:30 P.M. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss the appeals of Severo N. Flores and Robert Tayac in the examination for Class Q50 Police Sergeant, San Francisco Police Department, pursuant to the appeal procedure dictated by the Supplemental Order of the United States District Court in the matter of the Officers for Justice, et al. versus the Civil Service Commission, et al. and the United States of America versus the City and County of San Francisco, et al. (United States District Court C73-0657 RFP and C77-2884 RFP). Present were Commissioners Munson, Mickins, Texidor del Portillo and Tomoda.

The following action was taken:

The Commission denied the appeal of Robert Tayac
(Vote of 4 to 0).

The Commission denied the appeal of Severo N. Flores
(Vote of 4 to 0).

CLASSIFICATION MATTERS

1103-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

August 6, 1990: Contracts Number 133-90/91 and 136-90/91 over to the meeting of August 20, 1990 due to lack of a quorum in that only three Commissioners were present and Commissioner Tomoda was excused from voting on these two contracts under Charter Section 3.500.

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 133-90/91 | Social Services | Regents of the University of California: Fragile Infant |
| 136-90/91 | Social Services | U.C. California, Infant-Parent Program |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser. (Commissioner Tomoda excused from voting pursuant to Charter Section 3.500).

1111-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 139-90/91 | Airport | College of San Mateo, Office of Industrial Relations |
| 140-90/91 | Art Commission | George Gonzales |
| 141-90/91 | Art Commission | Mildred Howard |
| 142-90/91 | Art Commission | Hilda Shum |
| 143-90/91 | CAO | Vicky Hill |
| 144-90/91 | Library | Friends of the San Francisco Public Library |
| 145-90/91 | Library | Friends of the San Francisco Public Library |
| 146-90/91 | Mayor | San Francisco Safe, Inc. |
| 147-90/91 | Public Health | UCSF/AIDS Health Project |

1111-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|----------------------------------|---|
| 148-90/91 | Public Health | Sharon Mulgres |
| 149-90/91 | Public Health | Physical Therapy Registry Network |
| 150-90/91 | Public Health | Physical and Occupational Therapy Registry |
| 151-90/91 | Public Health | Haight Ashbury Free Clinic, Inc. |
| 152-90/91 | Public Health | Youth Environment Study |
| 153-90/91 | Public Health | California Children's Home, Inc. |
| 154-90/91 | Public Health | DSA Medical Services, Inc. |
| 155-90/91 | Public Health | Genesis Church and Ecumenical Center |
| 156-90/91 | Public Health | Continuum HIV Day Services |
| 157-90/91 | Public Health | Grand Central Answering Service |
| 158-90/91 | Public Health | Catholic Charities of San Francisco |
| 159-90/91 | Port | Towill, Inc. |
| 160-90/91 | Public Utilities Commission | Smith-Dawson Associates, Inc. |
| 161-90/91 | Public Utilities Commission | Jackson Research Projects |
| 162-90/91 | Public Works | North Bay Communications |
| 163-90/91 | SFUSD | Controltech |
| 164-90/91 | Sheriff | Jose Ochoa |
| 165-90/91 | Social Services | San Francisco Educational Services |
| 166-90/91 | Social Services | The Family School |
| 167-90/91 | Commission on Status of Women | Asian Women's Shelter |

1111-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------------------|--|
| 168-90/91 | Commission on Status of Women | Asian Women's Shelter |
| 169-90/91 | Commission on Status of Women | Donaldina Cameron House |
| 170-90/91 | Commission on Status of Women | La Casa de las Madres |
| 171-90/91 | Commission on Status of Women | La Casa de las Madres |
| 172-90/91 | Commission on Status of Women | Rosalie House |
| 173-90/91 | Commission on Status of Women | Rosalie House |
| 174-90/91 | Commission on Status of Women | WOMAN, Inc. |
| 175-90/91 | Commission on Status of Women | WOMAN, Inc. |
| 176-90/91 | Public Health | Pacific Presbyterian Medical Center Visiting Nurses and Hospice of San Francisco |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1112-90 Classification of positions in various City departments.
(Calendar Item No. 6)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|-------------------|-----------------|---|--------------------------|
| Assessor | 4 | 4261 Real Property Appraiser (Sch. 54.4 \$1304B1580) | Same |
| Social Services | 1 | 2946 Senior Eligibility Worker Supervisor (Sch. 59.5 \$1666B2023) | Same |
| | 1 | 1842 Management Assistant (Sch. 54.9 \$1336B1618) | Same |

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

1113-90 Request to make a temporary exempt appointment per Charter Section 8.300(5) in the Department of Public Works. (Calendar Item No. 13)

Action: Off calendar.

COMPENSATION MATTERS

2247-90 Review of proposed Charter amendment adding Sections 8.509-1, 8.509-2, 8.509-3, 8.509-4, 8.509-5, 8.509-6 and 8.509-7 regarding impartial arbitration of wage and benefit disputes for the Fire Department, Police Department and Airport Police Officers. (Calendar Item No. 14)

August 6, 1990: Over to the meeting of August 20, 1990 to allow time for proponents of this measure to submit written statement as requested by Vince Courtney of the law firm of Davis, Reno and Courtney.

Action: Over to the meeting of September 17, 1990 at the request of Vince Courtney.

EXAMINATION MATTERS

3175-90 Appeal of background rejection for Class Q2 Police Officer by Joan L. House. (Calendar Item No. 15)

August 6, 1990: Over to the meeting of August 20, 1990 at Ms. House's request.

Action: Over to the meeting of September 17, 1990 at Ms. House's request.

3564-90 Request to announce Classes 9211 Airport Police Sergeant, 9215 Airport Police Lieutenant, and 9216 Airport Police Captain examinations on a promotive only basis. (Calendar Item No. 10)

Action: Adopt staff report.

1. Approve the examination announcements of Classes 9211 Airport Police Sergeant, 9215 Airport Police Lieutenant, and 9216 Airport Police Captain on a promotive only basis.
2. Advise the Airport Decentralized Examination Unit to administer the above examinations.

IN-SERVICE MATTERS

4991-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of Class 8216 Senior Parking Control Officer from six (6) months to one (1) year. (Calendar Item No. 7)

July 16, 1990: Post.

Action: Adopt.

6003-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of Class 8127 Chief Investigator, Office of Citizen Complaints, from six (6) months to one (1) year. (Calendar Item No. 8)

July 16, 1990: Post.

Action: Off calendar.

6128-90 Report in accordance with San Francisco Administrative Code 16.9-25 (d), The Sexual Harassment Ordinance. (Calendar Item No. 9)

Action: Adopt staff report. Forward to the Board of Supervisors, the Mayor, the Human Rights Commission and the Commission on the Status of Women.

REGULAR MEETING - AUGUST 20, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Joel Anderson, 5362 Civil Engineering Assistant II, 51/CPE-3,
Department of Public Works, Clean Water Program, 7/29/89. (Calendar
Item No. 18) (4)

September 18, 1989: Off calendar at the request of the Civil
Service Commission EEO Unit.

August 6, 1990: Over to the meeting of August 20, 1990 at
the request of the Department of Public
Works.

Action: Over to the meeting of September 17, 1990 at the request
of Mr. Anderson's attorney.

Thomas Hutchings, 7344 Carpenter, 6/E-10, Public Utilities
Commission, San Francisco Water Department, 9/6/89. (Calendar Item
No. 19) (4)

October 2, 1989: Over to the meeting of November 6, 1989 at
the request of Mr. Hutchings' attorney.

November 6, 1989: Over to the meeting of December 4, 1989 at
the request of Mr. Hutchings' attorney.

December 4, 1989: Over to the meeting of January 8, 1990 at
the request of the Public Utilities
Commission.

January 8, 1990: Over to the meeting of February 5, 1990 at
the request of Mr. Hutchings' attorney.

February 5, 1990: Over to the meeting of March 5, 1990 at the
request of Mr. Hutchings' attorney.

March 5, 1990: Return name to reemployment register. The Commission retains jurisdiction over this matter and will make a final determination upon receipt of the investigatory report by the District Attorney's Office.

Action: Deny request for back pay, retroactive sick pay and vacation credits, and other benefits.

Marietta A. Victa, 1842 Management Assistant, 79/CPE-6, San Francisco Fire Department, 7/12/90. (Calendar Item No. 17) (5)

August 6, 1990: Over to the meeting of August 20, 1990 at the request of Ms. Victa's attorney.

Action: Approve. Reinstate to a position in the Class from which promoted in Class 1840 Junior Management Assistant. Return name to the reemployment register for Class 1842 Management Assistant.

GENERAL MANAGER'S REPORT. (Calendar Item No. 11)

Report from the Employee Relations Director:

Issue of Representation Rights for Classes 1801 Supervising Performance Auditor, 1805 Associate Performance Auditor and 1850 Associate EDP Auditor.

Report from staff on classification studies underway.

Reports received. No action taken.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 12)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 20)

None.

A D J O U R N M E N T



City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
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CLEO DONOVAN, COMMISSIONER
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING MINUTES

SEPTEMBER 17, 1990

ROOM 282, SECOND FLOOR, CITY HALL

2 P.M.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

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Commissioner Munson presided.

IN-SERVICE MATTERS

ITEM NO.

6330-90 Nominate Albert C. Walker, Assistant Secretary, Civil Service Commission, to the Task Force on Transfer Benefits to reivev transfer sick leave and vacation transfer programs (Ordinance No. 114-90). (Calandar Item No. 1)

Action: Approve nomination, forward to the Board of Supervisors.



City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
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CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - SEPTEMBER 17, 1990

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

Commissioner Munson presided

MINUTES: Regular Meeting of August 20, 1990

Action: Approve.

- ANNOUNCEMENTS:
1. Commission President A. Lee Munson announced the death of Commissioner Richard Tomoda on September 4, 1990. Each Commissioner expressed personal sentiments of grief and sorrow.
 2. The Civil Service Commission met in closed session on Monday, August 27, 1990 at 4:30 P.M. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss appeals in the examination for Class Q50 Police Sergeant, San Francisco Police Department, pursuant to the appeal procedure dictated by the Supplemental Order of the United States District Court in the matter of the Officers for Justice, et al. versus the Civil Service Commission, et al. and the United States of America versus the City and County of San Francisco, et al. (United States District Court C73-0657 RFP and C77-2884 RFP).

The Commission considered the appeal of Jim Miller. Present were Commissioners Munson, Mickins, Donovan and Tomoda. The Commission voted to deny the appeal of Jim Miller (Vote of 4 to 0).

The meeting was recessed to the Call of the Chair.

3. The Civil Service Commission met with the City Attorney in closed session on Monday, September 17, 1990 at 12:30 P.M. in Room 154C City Hall pursuant to Section 54956.9 of the Government Code of the State of California to discuss pending litigation in the matter of Loomis, et al. versus Silverman, et al. (Superior Court No. 811-096) and pending litigation in the matter of the San Francisco Interns and Residents Association versus the City and County of San Francisco, the Controller, the Board of Supervisors and the City Attorney (Superior Court No. 878-511).

All members of the Civil Service Commission were present.

No action was taken in the matter of Loomis, et al. versus Silverman, et al. (Superior Court No. 811-096).

The Civil Service Commission unanimously approved a tentative settlement agreement in the matter of San Francisco Interns and Residents Association versus the City and County of San Francisco, the Controller, the Board of Supervisors and the City Attorney (Superior Court No. 878-511).

CLASSIFICATION MATTERS

1125-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 177-90/91 | Adult Probation | California Community Dispute Services |
| 178-90/91 | Airport | County of San Mateo, Director of Planning |
| 179-90/91 | Airport | Joint Association of Trans Pacific Geotechnical & Dames & Moore |
| 180-90/91 | Airport | Sequoia Analytical Laboratory |
| 181-90/91 | Airport | Ed Bernauer, Ph.D. |
| 182-90/91 | Airport | Hood and Strong, CPAs |
| 183-90/91 | Airport | The Parry Company |

CLASSIFICATION MATTERS (cont')

| 1125-90 (cont') | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|----------------------------------|---|
| | 184-90/91 | Art Commission | Ann Hamilton |
| | 185-90/91 | Art Commission | Alice Aycock |
| | 186-90/91 | Art Commission | Lothar Baumgarten |
| | 187-90/91 | Art Commission | Nayland Blake |
| | 188-90/91 | CAO | Brown, Vence & Associates |
| | 189-90/91 | CAO | Rai Okamoto |
| | 190-90/91 | City Attorney | Stanford Law School, Boalt Hall, University of California, Berkeley, School of Law |
| | 191-90/91 | City Planning | County of Santa Cruz |
| | 192-90/91 | Commission on Status of Women | WOMAN, Inc. |
| | 193-90/91 | Commission on Status of Women | Rosalie House |
| | 194-90/91 | Commission on Status of Women | La Casa de las Madres |
| | 195-90/91 | Commission on Status of Women | Asian Women's Shelter |
| | 196-90/91 | Controller | Bren Norris Associates, Inc. |
| | 197-90/91 | District Attorney | Santa Clara County |
| | 198-90/91 | Fire | UC San Francisco |
| | 199-90/91 | Fire | Wes Valentine |
| | 200-90/91 | Human Rights Commission | S.F. Intergroup Clearinghouse, Inc. |
| | 201-90/91 | Juvenile Court | Law Enforcement Psychological Services |
| | 202-90/91 | Police | Tri-County Extradition |
| | 203-90/91 | Port | Journal of Commerce |
| | 204-90/91 | Public Utilities Commission | Murray, Burns and Kienlen |
| | 205-90/91 | Public Utilites Commission | Foster Engineering, Inc. |

CLASSIFICATION MATTERS (cont')1125-90
(cont')

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|--|--|
| 206-90/91 | Public Works | General Industrial Insultation, Inc. |
| 207-90/91 | Public Works | Marcor of California, Inc. |
| 208-90/91 | Public Works | Excel Environmental |
| 209-90/91 | Public Works | Baseline Environmental Consulting |
| 210-90/91 | Public Works | Camp Dresser & McKee, Inc. |
| 211-90/91 | Public Works | ERM-West |
| 212-90/91 | Public Works | Eureka Laboratories, Inc. |
| 213-90/91 | Public Works | AGS, Inc. |
| 214-90/91 | Public Works | AGS, Inc. |
| 215-90/91 | Public Works | Soil and Plant Laboratory, Inc. |
| 216-90/91 | Real Estate | Martorana and Bohegian and Co. |
| 217-90/91 | Real Estate | Moving Consultants & Coordinators |
| 218-90/91 | SFUSD | Rudolph Fehr |
| 219-90/91 | SFUSD | Reid & Tarics Associates |
| 220-90/91 | Sheriff | Fania Davis |
| 221-90/91 | Sheriff | Raymond Jones |
| 222-90/91 | Sheriff | Grace Mendoza |
| 223-90/91 | Social Services | Travelers Aid S.F./Drop-in Childcare Center |
| 224-90/91 | Social Services | Hickman Homes, Inc. |
| 225-90/91 | Social Services | Pledge House, Inc. |
| 226-90/91 | Social Services | Nailah House, Inc. |
| 227-90/91 | Controller | OBS Companies, Inc. |
| Action: | Adopt staff report; notify the offices of the Controller and the Purchaser. | |

CLASSIFICATION MATTERS (cont')

1126-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 228-90/91 | Public Health | National Public Health and Hospital Institute |
| 229-90/91 | " | University of California Poison Control/Toxic Information Center |
| 230-90/91 | " | O'Connor Carpet, Upholstery, & Drapery Cleaners |
| 231-90/91 | " | Laventhol & Horwath |
| 232-90/91 | " | Mercy Peninsula (Federal) Ambulance Company |
| 233-90/91 | " | Ambu-Trans, Inc. |
| 234-90/91 | " | Wheelvan Express |
| 235-90/91 | " | University of California, San Francisco Inst. Health Policy |
| 236-90/91 | " | University of California at San Francisco |
| 237-90/91 | " | Pharmedix |
| 238-90/91 | " | Haight Ashbury Free Medical Clinics |
| 239-90/91 | " | Bayview Hunter's Point Foundation |
| 240-90/91 | " | Asian American Health Forum |
| 241-90/91 | " | University of California - SFGH Family Planning |
| 242-90/91 | " | Sequoia Hospital District, Redwood City |
| 243-90/91 | " | Planned Parenthood of Alameda/San Francisco |
| 244-90/91 | " | PSP Information Group, Inc. |
| 245-90/91 | " | Community Vocational Enterprises, Inc. |

CLASSIFICATION MATTERS (cont')

| 1126-90 (cont') | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-------------------|--|
| | 246-90/91 | Public Health | Conard House, Inc. |
| | 247-90/91 | " | Instituto Familiar de la Raza |
| | 248-90/91 | " | Swords to Plowshares |
| | 249-90/91 | " | Westside Community Mental Health Center, Inc. |
| | 250-90/91 | " | Bayview Hunter's Point Foundation |
| | 251-90/91 | " | Westside Community Mental Health Center |
| | 252-90/91 | " | Bayview Hunter's Point Foundation |
| | 253-90/91 | " | Catholic Charities of San Francisco |
| | 254-90/91 | " | Crestwood Hospitals, Inc. |
| | 255-90/91 | " | Episcopal Community Services |
| | 256-90/91 | " | Family Service Agency of San Francisco |
| | 257-90/91 | " | La Cheim Residential Treatment Centers |
| | 258-90/91 | " | Mental Health Management I, Inc. |
| | 259-90/91 | " | MSC Psychiatric Services Corp. |
| | 260-90/91 | " | Northern California Ambulatory Health Services-(Children's Hospital) |
| | 261-90/91 | " | Pacific Mental Health Services, Inc. |
| | 262-90/91 | " | Progress Foundation |
| | 263-90/91 | " | Ramsell Corporation |
| | 264-90/91 | " | Recreation Center for the Handicapped, Inc. |

CLASSIFICATION MATTERS (cont')

1126-90
(cont')

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 265-90/91 | Public Health | Regents of the University of California Center on Deafness |
| 266-90/91 | " | Regents of the University of California Department of Psychiatry (SFGH) |
| 267-90/91 | " | Richmond Area Multi-Services, Inc. |
| 268-90/91 | " | Saint Francis Memorial Hospital |
| 269-90/91 | " | St. Luke's Hospital |
| 270-90/91 | " | St. Mary's Hospital and Medical Center |
| 271-90/91 | " | St. Mary Pharmacy Management Services |
| 272-90/91 | " | California Medivan dba MV Transportation |
| 273-90/91 | " | San Francisco Ambulance Co. |

Action: Approve contract numbers 238, 239, 240, 243, 246, 247, 248, 250, 252, 253, and 262; notify the offices of the Controller and the Purchaser.

Remainder of the contracts over to the meeting of October 1, 1990.

1127-90 Classification of new positions in the 1990-91 Budget.
(Calendar Item No. 6)

Action: Adopt staff report; allocate new positions to recommended classifications; defer classification action on positions designated with symbol "SC."

COMPENSATION MATTERS

2247-90 Review of proposed Charter amendment adding Sections 8.509-1, 8.509-2, 8.509-3, 8.509-4, 8.509-5, 8.509-6 and 8.509-7 regarding impartial arbitration of wage and benefit disputes for the Fire Department, Police Department and Airport Police Officers. (Calendar Item No. 13)

August 6, 1990: Over to the meeting of August 20, 1990 to allow time for proponents of this measure to submit written statement as requested by Vince Courtney of the law firm of Davis, Reno and Courtney.

August 20, 1990: Over to the meeting of September 17, 1990 at the request of Vince Courtney.

Action: Over to the meeting of October 1, 1990 at the request of the General Manager, Personnel.

2284-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 7)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------|-----------------------|-------------------------|
| Kerry Ko 1240 Assistant Personnel Analyst | Public Works | 5 | 5 |
| William Lewis 9210 Airport Police Officer | Airport | 5 | 5 |
| Douglas Stoddard 1240 Assistant Personnel Analyst | Fire | 3 | 3 |
| Joseph Wyman 5278 Planner II | Port | 4 | 4 |
| Leslie Braverman 8174 Attorney | City Attorney | 5 | 5 |
| Shi Ling Hsu 8174 Attorney | City Attorney | 5 | 5 |
| Lisa Maglio 8178 Senior Attorney | City Attorney | 5 | 5 |
| Kathryn Borgenicht 2230 Physician Specialist | Public Health | 5 | 5 |

COMPENSATION MATTERS (cont')

2284-90
(cont')

A. PERMANENT AND EXEMPT APPOINTMENTS

| | | | |
|--|-----------------|---|---|
| Louzann Johnson 2555 Physical Therapy Assistant | Public Health | 2 | 2 |
| John Cahal 8482 Crime Prevention Worker | Police | 3 | 3 |
| Margaret Trezevant 2322 Head Nurse | Public Health | 5 | 5 |
| All Appointments in Class 1458 Legal Secretary I | All Departments | 3 | 3 |

B. TEMPORARY EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|---|----------------------|---------------------------|--|
| Edwina Young 8185 Director, Family Support Bureau | District Attorney | 5 | 5 6/30/91 |
| Randall N. Margo 1805 Associate Performance Auditor | Controller | 5 | 5 6/30/91 |
| Gerald S. Martin 8246 Director, Emergency Services | Fire | 5 | 5 6/30/91 |

Action: Appointments in Class 1458 Legal Secretary I over to the meeting of October 1, 1990. Adopt staff report on remainder of appointments.

2291-90

Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 8)

Action: Adopt staff report; approve supervisory differential adjustments, notify departments accordingly.

EXAMINATION MATTERS

- 3167-90 Appeal of background rejection for Class Q2 Police Officer by Jimmie E. Cato. (Calendar Item No. 21)
- July 16, 1990: Over to the meeting of August 6, 1990 at Mr. Cato's request.
- August 6, 1990: Over to the meeting of September 17, 1990 at the request of Mr. Cato's attorney.
- Action: Deny appeal; sustain the decision of the Chief of Police.
-
- 3175-90 Appeal of background rejection for Class Q2 Police Officer by Joan L. House. (Calendar Item No. 22)
- August 6, 1990: Over to the meeting of August 20, 1990 at Ms. House's request.
- August 20, 1990: Over to the meeting of September 17, 1990 at Ms. House's request.
- Action: Grant appeal; find qualified as to background.
-
- 3196-90 Appeal of background rejection for appointment to Class H-2 Firefighter. (Calendar Item No. 19)
- Action: Adopt staff report; deny appeal of Anthony Bologna.
-
- 3197-90 Appeal by Captain Peter Roybal, San Francisco Fire Department, of staff determination denying his challenges to the ethnicity identifications of individuals on the tentative eligible list for Class H-40 Battalion Chief. (Calendar Item No. 20)
- Action: Refer to staff for further investigation and subsequent report to the Civil Service Commission.
-
- 3202-90 Appeal of background rejection for Class 8238 Police Communications Dispatcher by Bea J. LeBlanc. (Calendar Item No. 23)
- Action: Over to the meeting of October 1, 1990 to be scheduled at or after 5:00 P.M.. The San Francisco Police Department to obtain further information on prior employment with the San Francisco Housing Authority.

EXAMINATION MATTERS (cont')

3203-90 Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (Calendar Item No. 24)

Action: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.

3204-90 Appeal of background rejection for Class Q2 Police Officer by Marc D. Kirby. (Calendar Item No. 25)

Action: Deny appeal; sustain the decision of the Chief of Police (Vote of 3 to 1. Commissioner Mickins dissents).

3206-90 Petition to appeal the conduct of the oral examination and the adoption of the eligible list for Class 1654 Principal Accountant. (Calendar Item No. 26)

Action: Adopt staff report; deny appeal of Rudolfo Papa.

IN-SERVICE MATTERS

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 911-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. 16)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

- August 6, 1990:
1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
 2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.

IN-SERVICE MATTERS (cont')

4989-90
(cont')

3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

Action: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

6276-90 Appeal of action by the General Manager, Personnel on medical examination of Gregory Savin, eligible for Class H-2 Firefighter. (Calendar Item No. 17)

Action: Adopt staff report; deny appeal of Gregory Savin.

6292-90 Proposed amendments to Civil Service Commission Rule 22 - Leaves of Absence, implementing certain recommendations of the Mayor's Task Force on Family Policy. (Calendar Item No. 9)

Action: Post.

6293-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 9382 Government and Public Affairs Manager, from six (6) months to one (1) year. (Calendar Item No. 10)

Action: Post.

6294-90 Regarding the future employability of Yao Ming (Keith) Pan. (Calendar Item No. 11)

Action: No future employment with the City and County of San Francisco.

IN-SERVICE MATTERS (cont')

6300-90 Appeal by the County Clerk of the decision of the General Manager, Personnel to reinstate Jose Arcega to a position in Class 8108 Senior Legal Process Clerk in the County Clerk's Office. (Calendar Item No. 18)

Action: Grant appeal. Direct the General Manager, Personnel to reinstate Jose Arcega to a position in Class 8108 Senior Legal Process Clerk in the Sheriff's Office.

6301-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 12)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 17, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Joel Anderson, 5362 Civil Engineering Assistant II, 51/CPE-3,
Department of Public Works, Clean Water Program, 7/29/89. (Calendar
Item No. 28) (4)

September 18, 1989: Off calendar at the request of the Civil
Service Commission EEO Unit.

August 6, 1990: Over to the meeting of August 20, 1990 at
the request of the Department of Public
Works.

August 20, 1990: Over to the meeting of September 17, 1990
at the request of Mr. Anderson's attorney.

Action: Over to the meeting of October 1, 1990 at Mr. Anderson's
request.

Gary Burke, 1424 Clerk Typist, 8/E-275, Rent Arbitration Board,
8/14/90. (Calendar Item No. 31) (9)

Action: Over to the meeting of October 1, 1990 at Mr. Burke's
request.

Maurice A. Character, H-2 Firefighter, List E-29, San Francisco Fire Department, 8/24/90. (Calendar Item No. 29) (4)

Action: Over to the meeting of October 1, 1990 at Mr. Character's request.

Arthur Wade, 2908 Hospital Eligibility Worker, 3/CPE-1, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 30) (6)

January 22, 1990: Over to the meeting of February 5, 1990 at the request Local 535

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 535.

March 5, 1990: Off calendar at the request of Local 535. Mr. Wade to notify the Assistant Secretary when prepared to proceed. Mr. Wade to remain ineligible for all City and County employment pending final determination by the Civil Service Commission.

Action: Over to the meeting of October 1, 1990 at the request of Local 535.

Maria Winthal, 1404 Clerk, 57/CPE-3, Department of Public Health, San Francisco General Hospital Medical Center, 7/2/90. (Calendar Item No. 27) (3)

August 6, 1990: Over to the meeting of September 17, 1990 at the request of Local 790.

Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

General Manager's Report. (Calendar Item No. 14)

None.

Commissioners' New Business. (Calendar Item No. 15)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 32)

Request received from Robin Ko who was not present when name was called.

A D J O U R N M E N T

In memory of Richard J. Tomoda, Civil Service Commissioner, who died on September 4, 1990.

Commission President A. Lee Munson read the following letter, which was sent to Commissioner Tomoda's mother:

We were shocked and deeply saddened to hear of the loss of your son. The Civil Service Commission and staff send our deepest sympathy.

During the time that we worked with Richard, we found him to be highly intelligent, compassionate, enthusiastic, and innovative. During his term on the Commission, he made significant contributions to the City of San Francisco which will have a lasting impact.

It is rare in public life when an official combines a high level of professional competence with deep understanding and kindness toward people. Richard has been such a person as a Commissioner. We all have the greatest respect for him and will miss him. We support you in your time of grief and wanted you to know of the lasting appreciation and special regards we all have for Richard.

We will adjourn the Civil Service Commission meeting of September 17, 1990 in Richard's memory. We are also going to dedicate our 1989-90 Annual Report to him.



City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

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MINUTES OF MEETING

REGULAR MEETING - OCTOBER 1, 1990

4 15 10

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson

(Items Missed: 16, 17 and
18)

Commissioner Texidor del Portillo

(Item Missed: 29)

Commissioner Mickins presided over items 16, 17 and 18.

Commissioner Munson presided over all items except items 16, 17 and 18.

MINUTES: A. Regular Meeting of September 17, 1990

B. Special Meeting of September 17, 1990

Action: Approve.

ANNOUNCEMENTS:

1. The Special Meeting of October 1, 1990 at 3:15 P.M. has been cancelled.
2. The Civil Service Commission met in closed session with the City Attorney and with the General Manager, Personnel, its chief negotiator, on Monday, October 1, 1990 at 12:30 P.M. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss labor relations issues. All the members of the Commission were present. The Commission instructed its labor negotiator.

CLASSIFICATION MATTERS

1126-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 228-90/91 | Public Health | National Public Health and Hospital Institute |
| 229-90/91 | " | University of California Poison Control/Toxic Information Center |
| 230-90/91 | " | O'Connor Carpet, Upholstery, & Drapery Cleaners |
| 231-90/91 | " | Laventhol & Horwath |
| 232-90/91 | " | Mercy Peninsula (Federal) Ambulance Company |
| 233-90/91 | " | Ambu-Trans, Inc. |
| 234-90/91 | " | Wheelvan Express |
| 235-90/91 | " | University of California, San Francisco Inst. Health Policy |
| 236-90/91 | " | University of California at San Francisco |
| 237-90/91 | " | Pharmedix |
| 241-90/91 | " | University of California - SFGH Family Planning |
| 242-90/91 | " | Sequoia Hospital District, Redwood City |
| 244-90/91 | " | PSP Information Group, Inc. |
| 245-90/91 | " | Community Vocational Enterprises, Inc. |
| 249-90/91 | " | Westside Community Mental Health Center, Inc. |
| 251-90/91 | " | Westside Community Mental Health Center |
| 254-90/91 | " | Crestwood Hospitals, Inc. |

CLASSIFICATION MATTERS (cont.)

1126-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 255-90/91 | Public Health | Episcopal Community Services |
| 256-90/91 | " | Family Service Agency of San Francisco |
| 257-90/91 | " | La Cheim Residential Treatment Centers |
| 258-90/91 | " | Mental Health Management I, Inc. |
| 259-90/91 | " | MSC Psychiatric Services Corp. |
| 260-90/91 | " | Northern California Ambulatory Health Services-(Children's Hospital) |
| 261-90/91 | " | Pacific Mental Health Services, Inc. |
| 263-90/91 | " | Ramsell Corporation |
| 264-90/91 | " | Recreation Center for the Handicapped, Inc. |
| 265-90/91 | " | Regents of the University of California Center on Deafness |
| 266-90/91 | " | Regents of the University of California Department of Psychiatry (SFGH) |
| 267-90/91 | " | Richmond Area Multi-Services, Inc. |
| 268-90/91 | " | Saint Francis Memorial Hospital |
| 269-90/91 | " | St. Luke's Hospital |
| 270-90/91 | " | St. Mary's Hospital and Medical Center |
| 271-90/91 | " | St. Mary Pharmacy Management Services |
| 272-90/91 | " | California Medivan dba MV Transportation |

CLASSIFICATION MATTERS (cont.)

1126-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|-----------------------------|
| 273-90/91 | Public Health | San Francisco Ambulance Co. |

September 17, 1990: 1. Approve contract numbers 238, 239, 240, 243, 246, 247, 248, 250, 252, 253, and 262; notify the offices of the Controller and the Purchaser.

2. Remainder of the contracts over to the meeting of October 1, 1990.

Action: 1. Contract Number 230-90/91 over to the meeting of October 15, 1990.

2. Adopt staff report on all remaining contracts (Contracts 260-90/91 and 267-90/91 passed by vote of 3 to 1: Commissioner Texidor del Portillo dissents). Notify the offices of the Controller and the Purchaser.

1130-90 Request to make a temporary exempt appointment per Charter Section 8.300(5) in the Department of Public Works. (Calendar Item No. 9)

Action: Off calendar at the request of the Department of Public Works.

1131-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 6)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 302-90/91 | Adult Probation | Law Enforcement Psychological Services, Inc. |
| 303-90/91 | Art Commission | Bruce Hasson |
| 304-90/91 | CAO | Jack Golden |
| 305-90/91 | CAO | Molly Leutkemeyer |
| 306-90/91 | Controller | Easy Access, Inc. |
| 307-90/91 | Mayor | Potrero Hill Neighborhood House |

CLASSIFICATION MATTERS (cont.)

| 1131-90 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-------------------|--|
| | 308-90/91 | Mayor | OMI Pilgrim Center |
| | 309-90/91 | Mayor | Morrisania West |
| | 310-90/91 | Mayor | Bernal Heights Community Foundation |
| | 311-90/91 | Mayor | Careers Abound |
| | 312-90/91 | Mayor | Community Educational Services |
| | 313-90/91 | Mayor | Visitation Valley Community Center |
| | 314-90/91 | Mayor | Horizons Unlimited |
| | 315-90/91 | Mayor | Directions |
| | 316-90/91 | Mayor | Vietnamese Youth Development Center/Glide Foundation |
| | 317-90/91 | Police | PSW3, Inc. |
| | 318-90/91 | Public Health | Data Processing and Accounting Services |
| | 319-90/91 | Public Health | AIDS Indigent Direct Service |
| | 320-90/91 | Public Health | Alameda County |
| | 321-90/91 | Public Health | Bayview Hunter's Point Foundation |
| | 322-90/91 | Public Health | California Public Health Foundation |
| | 323-90/91 | Public Health | Community United in Response to AIDS/SIDA (CURAS) |
| | 324-90/91 | Public Health | Contra Costa County Health Services Department |
| | 325-90/91 | Public Health | Haight Ashbury Free Clinics, Inc. |

CLASSIFICATION MATTERS (cont.)

| 1131-90 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-----------------------------|--|
| | 326-90/91 | Public Health | Marin County Division of Health Services |
| | 327-90/91 | Public Health | Pacific Presbyterian Medical Center/Garden Sullivan Hospital |
| | 328-90/91 | Public Health | PPMC-Pacific Mental Health Services/Operation Concern |
| | 329-90/91 | Public Health | Project Open Hand |
| | 330-90/91 | Public Health | San Francisco AIDS Foundation |
| | 331-90/91 | Public Health | San Mateo County |
| | 332-90/91 | Public Health | Shanti Project |
| | 333-90/91 | Public Health | UCSF-Department Epidemiology and Biostatistics |
| | 334-90/91 | Public Health | Visiting Nurses and Hospice of San Francisco/Pacific Presbyterian Medical Center |
| | 335-90/91 | Public Health | Women's Institute for Mental Health |
| | 336-90/91 | Public Health | Industrial Emergency Council |
| | 337-90/91 | Public Library | Friends of the San Francisco Public Library |
| | 338-90/91 | Public Library | Training Works |
| | 339-90/91 | Public Utilities Commission | Gannett Fleming Engineers and Planners |
| | 340-90/91 | Public Utilities Commission | Western Security Bureau, Inc. |
| | 341-90/91 | Public Utilities Commission | Ehrlich Bober & Co., Inc., Charles A. Bell Securities Corp., & Government Finance Associates (Joint Venture) |

CLASSIFICATION MATTERS (cont.)

1131-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-----------------------------|--|
| 342-90/91 | Public Utilities Commission | Woodward-Clyde Consultants |
| 343-90/91 | Public Utilities Commission | Kennedy, Jenk, Chilton, Inc. |
| 344-90/91 | Public Utilities Commission | Woodward-Clyde Consultants |
| 345-90/91 | Public Utilities Commission | Wilson, Ihrig & Associates, Inc. |
| 346-90/91 | Public Works | Testing Engineers, Inc. |
| 347-90/91 | Public Works | Testing Engineers, Inc. |
| 348-90/91 | Public Works | James A. Scherocman |
| 349-90/91 | Public Works | Brighter Images, Inc. |
| 350-90/91 | SFUSD | Structus Structural Design and Engineering |
| 351-90/91 | Sheriff | Hamish Sinclair |
| 352-90/91 | Social Services | Thomas Cantrell, Project Coordinator, Interfaith Emergency Winter Shelter Program |
| 353-90/91 | Social Services | The Episcopal Sanctuary |
| Action: | 1. | Contract Number 350-90/91 over to the meeting of October 15, 1990 by Civil Service Commission action. |
| | 2. | Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser. |

1132-90 Review of requests for approval of proposed personal services contracts with Short-Doyle Funding. (Calendar Item No. 5)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 274-90/91 | Public Health | County of San Mateo-Division of Mental Health Services |

CLASSIFICATION MATTERS (cont.)

1132-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 275-90/91 | Public Health | Asian American Recovery Services, Inc. |
| 276-90/91 | " | Baker Places, Inc. |
| 277-90/91 | " | Bay Area Addition Research and Treatment, Inc. |
| 278-90/91 | " | Bayview Hunter's Point Foundation for Community Improvement |
| 279-90/91 | " | Center for Human Development, Inc. |
| 280-90/91 | " | Chemical Awareness and Treatment Services, Inc. |
| 281-90/91 | " | Friendship House Association of American Indians |
| 282-90/91 | " | Haight Ashbury Free Clinics, Inc. |
| 283-90/91 | " | Henry Ohlhoff House |
| 284-90/91 | " | Horizons Unlimited of San Francisco, Inc. |
| 285-90/91 | " | Liberation House, Inc. |
| 286-90/91 | " | Mission Council on Alcohol Abuse for the Spanish Speaking, Inc. |
| 287-90/91 | " | Multicultural Training Resource Center |
| 288-90/91 | " | National Council on Alcoholism and Other Drug Addictions-Bay Area |
| 289-90/91 | " | North or Market Senior Services |
| 290-90/91 | " | Pacific Mental Health Services, Inc. (Operation Concern) |

CLASSIFICATION MATTERS (cont.)

1132-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---|---|
| 291-90/91 | Public Health | Regents of the University of California, UCSF AIDS Health Project |
| 292-90/91 | " | Regents of the University of California (PACE) |
| 293-90/91 | " | San Francisco Drug Abuse Advisory Board |
| 294-90/91 | " | San Francisco Pretrial Diversion Project, Inc. |
| 295-90/91 | " | St. Vincent de Paul Society |
| 296-90/91 | " | The Salvation Army, A California Corporation |
| 297-90/91 | " | San Francisco Suicide Prevention, Inc. |
| 298-90/91 | " | Walden House, Inc. |
| 299-90/91 | " | Westside Community Mental Health Center, Inc. |
| 300-90/91 | " | Women's Alcoholism Center |
| 301-90/91 | " | Women's Institute for Mental Health, Inc. |
| Action: | Adopt staff report; notify the offices of the Controller and the Purchaser. | |

COMPENSATION MATTERS

2247-90 Review of proposed Charter amendment adding Sections 8.509-1, 8.509-2, 8.509-3, 8.509-4, 8.509-5, 8.509-6 and 8.509-7 regarding impartial arbitration of wage and benefit disputes for the Fire Department, Police Department and Airport Police Officers.
(Calendar Item No. 16)

August 6, 1990: Over to the meeting of August 20, 1990 to allow time for proponents of this measure to submit written statement as requested by Vince Courtney of the law firm of Davis, Reno and Courtney.

COMPENSATION MATTERS

2247-90 August 20, 1990: Over to the meeting of September 17, 1990
(cont.) at the request of Vince Courtney.

September 17, 1990: Over to the meeting of October 1, 1990 at
the request of the General Manager,
Personnel.

Action: Notify the Board of Supervisors that the Civil Service
Commission takes no position on this matter.

2284-90 Requests for appointment above the entrance rate for various
employees. (Calendar Item No. 7)

September 17, 1990: Appointments in Class 1458 Legal
Secretary I over to the meeting of October
1, 1990.

PERMANENT AND EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|-------------------|---------------------------|-----------------------------|
| All Appointments in Class 1458 Legal Secretary I | All Departments | 3 | 3 |

Action: Off calendar at the request of the Civil Service
Commission staff.

2311-90 Request for authority to conduct a salary survey for salary
standardization for Miscellaneous employees pursuant to Charter
Sections 8.400, 8.401 and 8.407 for Fiscal Year 1991-92.
(Calendar Item No. 17)

Action: Adopt staff report.

1. Authorize the conduct of a salary survey for salary
standardization for Fiscal Year 1991-92.
2. Request that the Board of Supervisors authorize
expenditure of the necessary funds to conduct the salary
survey.
3. Advise the Board of Supervisors that the final salary
recommendations will be forwarded to the Board circa
mid-March, 1991.

COMPENSATION MATTERS (cont.)

2312-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 8)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|--|-------------------|-----------------------|-------------------------|
| Kathleen Cadden 8214 Parking Control Officer | Airport | 5 | 5 |
| Pablo Payumo 1652 Accountant | Controller | 2 | 2 |
| Morris Davis 8162 Rent Board Hearing Officer | Rent Board | 5 | 5 |

B. TEMPORARY EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|--|-------------------|-----------------------|--------------------------------------|
| Anne Okubo 1823 Senior Administrative Analyst | Airport | 2 | 2 12/31/90 |

Action: Adopt staff report.

EXAMINATION MATTERS

3202-90 Appeal of background rejection for Class 8238 Police Communications Dispatcher by Bea J. LeBlanc. (Calendar Item No. 19)

September 17, 1990: Over to the meeting of October 1, 1990 to be scheduled at or after 5:00 P.M. The San Francisco Police Department to obtain further information on prior employment with the San Francisco Housing Authority.

Action: Deny appeal; sustain the decision of the Chief of Police to disqualify Bea J. LeBlanc in this examination for Class 8238 Police Communications Dispatcher.

EXAMINATION MATTERS (cont.)

3214-90 Request that examination announcement for Class 8306 Senior Deputy Sheriff be issued on a promotive only basis. (Calendar Item No. 10)

Action: Adopt staff report; approve request: issue the examination announcement for Class 8306 Senior Deputy Sheriff on a promotive only basis; limit eligibility to Sheriff's Department employees who have two (2) years' experience in Class 8304 Deputy Sheriff.

3215-90 Appeal of staff's denial of protest of the examination for Class 7318 Electronic Maintenance Technician. (Calendar Item No. 18)

Action: Adopt staff report; deny appeal of Robert Neuer.

IN-SERVICE MATTERS

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 911-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. 15)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

- August 6, 1990:
1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
 2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
 3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.

IN-SERVICE MATTERS (cont.)

4989-90
(cont.)

4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

Action: Over to the meeting of October 15, 1990 at the request of the City Attorney.

6293-90

Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 9382 Government and Public Affairs Manager from six (6) months to one (1) year. (Calendar Item No. 11)

September 17, 1990: Post.

Action: Adopt.

6365-90

Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 12)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 1, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Joel Anderson, 5362 Civil Engineering Assistant II, 51/CPE-3,
Department of Public Works, Clean Water Program, 7/29/89. (Calendar
Item No. 22) (4)

September 18, 1989: Off calendar at the request of the Civil
Service Commission EEO Unit.

August 6, 1990: Over to the meeting of August 20, 1990 at
the request of the Department of Public
Works.

August 20, 1990: Over to the meeting of September 17, 1990
at the request of Mr. Anderson's attorney.

September 17, 1990: Over to the meeting of October 1, 1990 at
Mr. Anderson's request.

Action: Dismiss from the City and County Service. No
restriction on future employment.

Otis Anderson, 8202 Security Guard, 6/E-6, Airports Commission,
9/5/90. (Calendar Item No. 29) (7)

Action: Cancel all current examination and eligibility status.
Future employment subject to review and approval of the
General Manager, Personnel after satisfactory completion
of two (2) years' work experience outside the City and
County service. Not to be employed again by the
Airports Commission.

Aria Antoine, 1446 Secretary II, 71/CPE-17, Department of Public Works, Clean Water Program, 8/15/90. (Calendar Item No. 26) (6)

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Gary Burke, 1424 Clerk Typist, 8/E-275, Rent Arbitration Board, 8/14/90. (Calendar Item No. 27) (7)

September 17, 1990: Over to the meeting of October 1, 1990 at Mr. Burke's request.

Action: Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the Rent Arbitration Board.

Maurice A. Caracter, H-2 Firefighter, List E-29, San Francisco Fire Department, 8/24/90. (Calendar Item No. 23) (4)

September 17, 1990: Over to the meeting of October 1, 1990 at Mr. Caracter's request.

Action: Dismiss from the City and County Service as recommended by the San Francisco Fire Department.

Victoria Greenly, 2708 Custodian, 121/E-4, San Francisco Community College District, 5/2/90. (Calendar Item No. 25) (6)

June 18, 1990: Remand to the department. (Commissioner Texidor del Portillo excused from voting pursuant to Charter Section 3.501).

Action: Accept the resignation as certified. Not to be employed again by the San Francisco Community College District.

Alberta Sullivan, 1446 Secretary II, 3/E-125, Airports Commission, 8/23/90. (Calendar Item No. 28) (7)

Action: Off calendar at the request of Local 790. Ms. Sullivan to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action of this matter.

Shelton Sung, 7315 Automotive Machinist Assistant Supervisor, 15/CPE-4, Purchasing Department, Central Shops, 11/9/89. (Calendar Item No. 21) (5)

January 8, 1990: Off calendar at the request of the Civil Service Commission EEO Unit.

Action: Over to the meeting of October 15, 1990 at the request of the Purchasing Department.

Arthur Wade, 2908 Hospital Eligibility Worker, 3/CPE-1, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 24) (6)

January 22, 1990: Over to the meeting of February 5, 1990 at the request Local 535

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 535.

March 5, 1990: Off calendar at the request of Local 535. Mr. Wade to notify the Assistant Secretary when prepared to proceed. Mr. Wade to remain ineligible for all City and County employment pending final determination by the Civil Service Commission.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of Local 535.

Action: Off calendar at the request of Local 535. Mr. Wade to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action of this matter.

GENERAL MANAGER'S REPORT. (Calendar Item No. 13)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 14)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 30)

Lois Scott of the Municipal Planners Chapter of Local 21 addressed the Commission on the need for examinations for certain classes in the planning series. Ray Wong, Program Manager, Civil Service Commission Examination Division, provided the Commission with information related to the scheduling of these examinations. Carol Isen, Local 21, and Milton Edelin, Deputy Director of Planning, also commented on the need for examinations.

A D J O U R N M E N T



City and County of San Francisco

CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - OCTOBER 15, 1990

PART I - 2 P.M.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

DOCUMENTS DEPT.

OCT 28 1990

RECEIVED
OCT 28 1990

Commissioner Munson presided

MINUTES: Regular Meeting of October 1, 1990

Action: Approve as amended to correct action on File 4989-90,
page 3 of October 1, 1990 Minutes to read as follows:
"Over to the meeting of October 15, 1990 at the request
of David Clisham through the City Attorney's Office."

ANNOUNCEMENTS:

None.

CLASSIFICATION MATTERS

1126-90 Review of request for approval of proposed personal services
contract. (Calendar Item No. 4)

NUMBER

DEPARTMENT

CONTRACTOR

230-90/91

Public Health

O'Connor Carpet,
Upholstery, & Drapery
Cleaners

CLASSIFICATION MATTERS (cont.)

- 1126-90 September 17, 1990: 1. Approve contract numbers 238, 239, 240, 243, 246, 247, 248, 250, 252, 253, and 262; notify the offices of the Controller and the Purchaser.
2. Remainder of the contracts over to the meeting of October 1, 1990.
- October 1, 1990: 1. Contract Number 230-90/91 over to the meeting of October 15, 1990.
2. Adopt staff report on all remaining contracts (Contracts 260-90/91 and 267-90/91 passed by vote of 3 to 1: Commissioner Texidor del Portillo dissents). Notify the offices of the Controller and the Purchaser.
- Action: Over to the meeting of November 5, 1990 at the request of the Department of Public Health.

1131-90 Review of request for approval of proposed personal services contract. (Calendar Item No. 5)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 350-90/91 | SFUSD | Structus Structural Design and Engineering |

October 1, 1990: 1. Contract Number 350-90/91 over to the meeting of October 15, 1990 by Civil Service Commission action.

2. Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser (Vote of 3 to 1: Commissioner Texidor del Portillo dissents).

1136-90 Classification of one budgeted position in the new class of 1113 Deputy General Manager, Retirement System. (Calendar Item No. 10)

Action: Adopt staff report.

1. Establish new classification of 1113 Deputy General Manager, Retirement Services (J,2 Sch. 70.3, \$281983426). Draft class specification as detailed in the staff report.

CLASSIFICATION MATTERS (cont.)

- 1136-90 (cont.)
2. Allocate one position approved in the budget as A069 Deputy General Manager (J, \$2819B3426) to the new class.
 3. Amend Section 44/01/00/6270/24061/380501/000/00/001 of the Annual Salary Ordinance administratively.
 4. Advise the Civil Service Examination Unit to administer an examination for the position.

1139-90 Review of requests for approval of proposed personal services contracts from the Department of Public Health; Short-Doyle funding. (Calendar Item No. 6)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 354-90/91 | Public Health | Edgewood Children's Center |
| 355-90/91 | Public Health | Central City Hospitality House |
| 356-90/91 | Public Health | Regents of the University of California, Langley Porter Hospital |
| 357-90/91 | Public Health | Community Crisis Services of San Francisco |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1142-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 7)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---------------------------------|------------------------|
| 358-90/91 | Airport | John Henry |
| 359-90/91 | Civil Service Commission | Lynn Kearny |
| 360-90/91 | Civil Service Commission | Judith Sweet |
| 361-90/91 | Civil Service Commission | Diane Sanchez |
| 362-90/91 | S.F. Community College District | S.F. Ambulance Service |

CLASSIFICATION MATTERS (cont.)

1142-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|--------------------------------|--|
| 363-90/91 | Controller | Dun & Bradstreet |
| 364-90/91 | Port | T.Y. Lin International |
| 365-90/91 | Public Health | University of California, S.F., SFGH Medical Group, Department of OB/GYN |
| 366-90/91 | Public Health | American College of Surgeons |
| 367-90/91 | Public Health | Chamberlain's Children Center, Inc. |
| 368-90/91 | Public Health | Fred Finch Youth Center |
| 369-90/91 | Public Health | Edgewood Children's Center |
| 370-90/91 | Public Health | Lincoln Child Center |
| 371-90/91 | Public Health | St. Vincent's School for Boys |
| 372-90/91 | Public Health | Sunny Hills Children's Services |
| 373-90/91 | Public Health | Cal Care Services |
| 374-90/91 | Public Health | Medical Personnel Pool |
| 375-90/91 | Public Health | NSI Services, Inc. |
| 376-90/91 | Public Health | Nurse Providers, Inc. |
| 377-90/91 | Public Health | Professional Nurses Bureau |
| 378-90/91 | Public Health | Ramasean Nursing Service, Inc. |
| 379-90/91 | Public Health | Specialty Care |
| 380-90/91 | Public Health | Stat Nursing Services |
| 381-90/91 | Public Utilities Commission | Stanford University |
| 382-90/91 | Public Works | California Department Fish and Game |
| 383-90/91 | Public Works | Lotepro Corporation |
| 384-90/91 | Public Works | To be determined |

CLASSIFICATION MATTERS (cont.)

1142-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|----------------------------|--|
| 385-90/91 | SF Unified School District | GL&A Civil Engineers |
| 386-90/91 | SF Unified School District | Structus, Structural Design and Engineering |
| 387-90/91 | Sheriff | Virginia Bogoslovski |
| 388-90/91 | Social Services | St. Vincent de Paul Society of San Francisco |
| 389-90/91 | Social Services | Episcopal Community Services |
| 390-90/91 | Public Health | Raymond Baxter, Ph.D. |
| 391-90/91 | Human Rights Commission | Hastings College of the Law |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser (Contract Number 386-90/91 approved by vote of 3 to 1: Commissioner Texidor del Portillo dissents).

1143-90 Classification of positions in various city departments.
(Calendar Item No. 8)

| <u>DEPARTMENT</u> | <u>NO. POS.</u> | <u>BUDGETED CLASS AND RATE</u> | <u>RECOMMENDED CLASS</u> |
|-------------------|-----------------|--|--|
| District Attorney | 1 | 8452 Criminal Justice Specialist II (Sch. 58.0 \$1550B1881) | 8146 District Attorney's Investigator (Sch. 57.1 \$1484B1800) |
| Controller | 1 | 1872 Programmer Analyst (Sch. 55.9 \$1401B1698) | Same |
| | 1 | 1874 Senior Programmer Analyst (Sch. 58.9 \$1618B1965) | Same |
| Public Works | 1 | 6331 Building Inspector (Sch. 61.9 \$1871B2274) | Same |
| | 1 | 6333 Senior Building Inspector (Sch. 63.9 \$2063B2507) | Same |

CLASSIFICATION MATTERS (cont.)

| 1143-90 (cont.) | <u>DEPARTMENT</u> | <u>NO. POS.</u> | <u>BUDGETED CLASS AND RATE</u> | <u>RECOMMENDED CLASS</u> |
|--------------------|-------------------|---------------------|---|---|
| | Superior Court | 1 | 0584 Assistant Executive Officer (\$5594M6476) | Same |
| | | 10 | 0588 Court Coordinator (\$3900M4515) | Same |
| | | 5 | 0636 Division Chief (\$4559M5276) | Same |
| | | 1 | 0681 Judicial Clerk Senior, Superior Court (\$2643M3049) | Same |
| | | 1 | 0818 Management Information Systems Specialist II (\$3278M3784) | Same |
| | | 1 | 0819 Management Information Systems Specialist III (\$3976M4602) | Same |
| | Port | 2 | A015 Port Development Project Coordinator (J, \$1809B2199) | Establish Class 9378 Development Project Coordinator, Port (J,Z Sch. 61.2 \$1809B2199) Draft class specification as detailed in the staff report. |

Action: Adopt staff report.

COMPENSATION MATTERS

2324-90 Actuarial Study related to the Trust Fund established by Charter
Section 8.404 (Transit Operators) for Fiscal Year 1990-91.
(Calendar Item No. 18)

COMPENSATION MATTERS (cont.)

2324-90 Action: Transmit actuarial study to the Board of Supervisors;
(cont.) the General Manager, Public Utilities Commission;
Employee Relations Division, Mayor's Office; and
representatives of the Transport Workers Union for
review and meet and confer considerations.

2325-90 Certification of highest prevailing rate of wages of the various
crafts and kinds of labor paid in private employment in the City and
County of San Francisco. (Calendar Item No. 19)

Action: Adopt staff report; forward to the Board of Supervisors.

2326-90 Requests for appointment above the entrance rate for various
employees. (Calendar Item No. 9)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------------------|---------------------------|-----------------------------|
| Donna Louie 1665 Director of Patient Accounts | Public Health | 3 | 3 |
| John P. Mullane 5166 Water Department General Manager and Chief Engineer | Public Utilites Commission | 3 | 3 |

B. TEMPORARY EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|---|-------------------|---------------------------|--|
| Charles A. Cage 1818 MIS Specialist II | Public Works | 3 | 3 6/30/91 |
| K.S. Krishnamurthy 1842 Management Assistant | Public Health | 5 | 5 6/30/91 |
| Randall N. Margo 1801 Supervising Performance Auditor | Controller | 4 | 4 6/30/91 |

COMPENSATION MATTERS (cont.)

2326-90 B. TEMPORARY EXEMPT APPOINTMENTS (cont.)
(cont.)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|---|-------------------|-----------------------|--------------------------------------|
| Frank Mier 1657 Senior Systems Accountant | Public Health | 5 | 5 6/30/91 |
| Michael J. Taylor 1880 Chief of Systems | Fire | 5 | 5 6/30/91 |
| Richard A. Wong 1805 Associate Performance Auditor | Controller | 3 | 3 6/30/91 |
| Chris Idowu 1823 Senior Administrative Analyst | Airport | 4 | 4 6/30/91 |

Action: Adopt staff report.

EXAMINATION MATTERS

3584-90 Request for reconsideration of key answer protests for the written examination for Class 9211 Airport Police Sergeant.
(Calendar Item No. 20)

Action: Off calendar; appeals withdrawn.

IN-SERVICE MATTERS

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 911-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay.
(Calendar Item No. 15)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

IN-SERVICE MATTERS (cont.)

4989-90
(cont.)

- August 6, 1990:
1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
 2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
 3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
 4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

Action: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

6292-90 Proposed amendments to Civil Service Commission Rule 22 - Leaves of Absence, implementing certain recommendations of the Mayor's Task Force on Family Policy. (Calendar Item No. 16)

September 17, 1990: Post.

Action: Adopt.

IN-SERVICE MATTERS (cont.)

6382-90 Appeal of the decision of the General Manager, Personnel sustaining a provisional appointment to Class 5263 Planner V, Department of City Planning. (Calendar Item No. 17)

- Action:
1. The Commission directed that the General Manager, Personnel issue a directive to all departments communicating the Commission's policy that departments are required to submit a recruitment plan to the Civil Service Commission Equal Employment Opportunity Unit before an oral authorization for a non-civil service appointment will be issued.
 2. The Commission directed that the appointment of Rebecca Kohlstrand in Class 5263 Planner V against oral authorization (OA) number 935018 or under limited tenure appointment will terminate at close of business November 23, 1990. The Department of City Planning is directed to immediately submit a recruitment plan to the Civil Service Commission Equal Employment Opportunity Unit for a subsequent appointment to this position.

6418-90 Ratification of action of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from July 1, 1990 to September 30, 1990. (Calendar Item No. 11)

Action: Approve.

6421-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 12)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 15, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Alexandra Clark, 2320 Registered Nurse, 6/E-882, Department of Public Health, Laguna Honda Hospital, 9/12/90. (Calendar Item No. 24) (4)

Action: Over to the meeting of November 5, 1990 at Ms. Clark's request.

Luis Henriquez, 2708 Custodian, 3/E-4, Juvenile Court, Juvenile Hall, 11/15/89. (Calendar Item No. 25) (6)

January 8, 1990: Off calendar at Mr. Henriquez's request. Mr. Henriquez to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

Action: Over to the meeting of November 5, 1990 due to absence from room during roll call.

Patricia Norman, 2593 Health Program Coordinator III, 12/CPE-6, Department of Public Health, Central Office, 08/24/90. (Calendar Item No. 23) (3)

Action: Over to the meeting of November 5, 1990 at the request of the Department of Public Health.

Ronald Ramirez, 1720 Data Entry Clerk, 96/E-11, Department of Public Health, Community Mental Health Services, 8/20/90. (Calendar Item No. 26) (6)

Action: Accept the resignation as certified. Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the Department of Public Health.

Shelton Sung, 7315 Automotive Machinist Assistant Supervisor, 15/CPE-4, Purchasing Department, Central Shops, 11/9/89. (Calendar Item No. 22) (5)

January 8, 1990: Off calendar at the request of the Civil Service Commission EEO Unit.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of the Purchasing Department.

Action: Approve. Reinstate to a position in the class from which promoted in Class 7313 Automotive Machinist.

GENERAL MANAGER'S REPORT. (Calendar Item No. 13)

In connection with an examination status report given by the General Manager, Personnel and commented on by attorney Duane Reno and Carol Isen both representing Local 21, the Commission took the following action:

Staff directed to advise the Commission at a meeting in November of revised dates and additional funding required to complete the classification and examination work set forth in the Five Year Management Action Plan. Staff to advise the Commission of modifications and adjustments to the Management Action Plan required including change in scheduling and additional funding required by a supplemental appropriation to met the targets in this Plan. Targets are to be clarified as to how many classes to be tested or audited for each year of the Plan. Staff also to report on the Department of Public Health classification and examination backlog for above entry and first level supervisory classes.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 14)

Commissioner Texidor del Portillo requested that the General Manager, Personnel report at the next meeting on the status of the "Hospital Reimbursement Experience" requirement for certain accounting positions at the Department of Public Health, San Francisco General Hospital Medical Center.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 27)

None.

A D J O U R N M E N T

The Civil Service Commission adjourned this meeting in memory of Babette Goldsmith who died on October 3, 1990 and Cyril Roach who died on September 30, 1990.

Ms. Goldsmith was an employee of the Civil Service Commission for thirty years and began as a G51 Personnel Assistant in July 1942 and retired in July 1972 as a Principal Personnel Analyst.

Mr. Roach began his thirty-eight year civil service career with the Civil Service Commission in June 1943 as a G51 Personnel Assistant and retired in January 1980 as the Assistant General Manager, Administrative, of the San Francisco Water Department.



City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - NOVEMBER 5, 1990

PART I - 2 P.M.

DOCUMENTS DEPT.

NOV 6 - 1990

S. W. LAMBERT
PUBLIC LIBRARY

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson

(Items Missed: 2, 5, 6, 7,
8, 9 and 10)

Commissioner Texidor del Portillo

Commissioner Mickins presided over items 2, 5, 6, 7, 8, 9 and 10 only.

Commissioner Munson presided over all items except 2, 5, 6, 7, 8, 9 and 10.

MINUTES: Regular Meeting of October 15, 1990

Action: Approve.

ANNOUNCEMENTS:

None.

CLASSIFICATION MATTERS

1126-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

September 17, 1990: 1. Approve contract numbers 238, 239, 240, 243, 246, 247, 248, 250, 252, 253, and 262; notify the offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

1126-90
(cont.)

2. Remainder of the contracts over to the meeting of October 1, 1990.

October 1, 1990:

1. Contract Number 230-90/91 over to the meeting of October 15, 1990.
2. Adopt staff report on all remaining contracts (Contracts 260-90/91 and 267-90/91 passed by vote of 3 to 1: Commissioner Texidor del Portillo dissents). Notify the offices of the Controller and the Purchaser.

October 15, 1990:

Contract 230-90/91 Over to the meeting of November 5, 1990 at the request of the Department of Public Health.

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---|---|
| 230-90/91 | Public Health | O'Connor Carpet, Upholstery, & Drapery Cleaners |
| Action: | Over to the meeting of November 19, 1990 at the request of the Department of Public Health. | |

1146-90

Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 392-90/91 | Airport | KPMG Peat Marwick |
| 393-90/91 | Airport | Business Development, Inc. |
| 394-90/01 | Airport | Ken Eldred Engineering |
| 395-90/91 | Airport | Greyhound Exhibitgroup |
| 396-90/91 | Controller | OBS Companies, Inc. |
| 397-90/91 | Controller | Public Financial Management, Inc. and Charles A. Bell Securities Corp., Inc. |
| 398-90/91 | Mayor's Office | Patricia Medina |
| 399-90/91 | Mayor's Office | Linda Schanfein |

CLASSIFICATION MATTERS (cont.)

1146-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|--------------------------------|--|
| 400-90/91 | Mayor's Office | Hilyard Wiggins |
| 401-90/91 | Mayor's Office | St. Benedict's Interpretation Services |
| 402-90/91 | Public Health | Catalyst Systems |
| 403-90/91 | Public Health | Phoenix-Hudson Corporation |
| 404-90/91 | Public Health | S.F. Women's Centers for Chronic Fatigue Immune Dysfunction Syndrome |
| 405-90/91 | Public Health | University of California, S.F. |
| 406-90/91 | Public Health | DM Information Systems, Inc. |
| 407-90/91 | Public Health | Black Coalition on AIDS |
| 408-90/91 | Public Utilities Commission | CEIP Fund, Inc. |
| 409-90/91 | Public Utilities Commission | East Bay Conservation Corps. |
| 410-90/91 | Public Works | Trans Pacific Geotechnical Consultants, Inc. |
| 411-90/91 | SFUSD | Harding Lawson Associates |
| 412-90/91 | SFUSD | AGS, Inc. |
| 413-90/91 | Sheriff | Penny Hannah Witzemann |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1147-90 Classification of positions in various City departments.
(Calendar Item No. 6)

| <u>DEPARTMENT</u> | <u>NO. POS.</u> | <u>BUDGETED CLASS AND RATE</u> | <u>RECOMMENDED CLASS</u> |
|-------------------|---------------------|---|------------------------------|
| Adult Probation | 2 | 1424 Clerk Typist (Sch. 45.4 \$850B1027) | Same |

CLASSIFICATION MATTERS (cont.)

| 1147-90 (cont.) | <u>DEPARTMENT</u> | <u>NO. POS.</u> | <u>BUDGETED CLASS AND RATE</u> | <u>RECOMMENDED CLASS</u> |
|--------------------|-----------------------------------|---------------------|--|--|
| | Adult Probation (cont.) | 1 | 8434 Supervising Adult Probation Officer (Sch. 58.4 \$1580B1918) | Same |
| | | 6 | 8440 Probation Officer (Sch. 54.4 \$1304B1580) | Same |
| | | 2 | 8442 Senior Probation Officer (Sch. 56.4 \$1436B1740) | Same |
| | Controller | 1 | 1655 Systems Accountant (Sch. 59.0 \$1626B1975) | Same |
| | | 1 | 1657 Senior Systems Accountant (Sch. 60.9 \$1782B2166) | Same |
| | Commission on Aging | 1 | 1823 Senior Administrative Analyst (Sch. 60.1 \$1714B2084) | 1822 Administrative Analyst Sch. 57.1 \$1484B1800) |
| | Juvenile Probation | 1 | 8322 Senior Counselor, Juvenile Hall (Sch. 55.6 \$1381B1674) | Same |
| | Public Utilities Commission | 1 | 1877 Supervising Systems Programmer (Sch. 66.7 \$2365B2874) | Same |
| | Public Works | 1 | 7262 Maintenance Planner (Sch. 60.5 \$1748B2124) | Same |
| | | 1 | 6318 Construction Inspector (Sch. 60.4 \$1740B2115) | Same |

Action: Adopt staff report.

COMPENSATION MATTERS

2343-90 Appeal of the decision of the General Manager, Personnel, denying request for assault pay. (Calendar Item No. 13)

Action: Adopt staff report; deny appeal of Dolores Bell
(Vote of 3 to 1: Commissioner Mickins dissents)

COMPENSATION MATTERS (cont.)

2344-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 7)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------|-----------------------|-------------------------|
| Barbara Chin 2910 Social Worker | Social Services | 3 | 3 |
| E. Alex Kline 8151 Claims Investigator | City Attorney | 4 | 4 |
| Chi Kuen Yu 5252 Assistant Mechanical Engineer | SFUSD | 5 | 5 |
| Marlene Davis 2320 Registered Nurse | Public Health | 5 | 5 |
| Robert Halvorsen 2240 Radiologist | Public Health | 5 | 5 |
| Louzann Johnson 2255 Physical Therapy Assistant | Public Health | 3 | 3 |
| Terri A. Nwogu 1406 Senior Clerk | Port | 4 | 4 |
| Michelle Goldberg 8178 Senior Attorney | City Attorney | 5 | 5 |

B. TEMPORARY EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|--|-------------------|-----------------------|--------------------------------------|
| Lisa Albert 3594 Instructional Aide II | SFUSD | 5 | 5 6/30/91 |
| Eva Bruce 1673 Accounting Operations Manager | Controller | 4 | 4 6/30/91 |
| David Counter A971 Assistant Director, MIS | Public Health | 3 | 3 6/30/91 |

Action: Adopt staff report.

EXAMINATION MATTERS

3160-90 Appeal of background rejection for Class Q2 Police Officer by Cheri L. Toney. (Calendar Item No. 18)

July 16, 1990: Off calendar at the request of the San Francisco Police Department.

Action: Adopt staff report; sustain the decision of the Chief of Police.

3197-90 Appeal by Captain Peter Roybal of staff determination denying his challenges to the ethnicity identifications of individuals on the tentative eligible list for Class H-40 Battalion Chief.
(Calendar Item No. 16)

September 17, 1990: Refer to staff for further investigation and subsequent report to the Civil Service Commission.

Action:

1. Sustain Captain Roybal's challenge of Thomas Santoro.
2. Defer action on remaining challenges; Civil Service Commission staff to provide further documentation at the November 19, 1990 meeting.
3. Staff to provide a report indicating number of employees of the San Francisco Fire Department changing ethnic identification and what those changes were.
4. City Attorney to research and to report back on the Commission's inquiry regarding the preparation and posting of ethnic identification of San Francisco Fire Department employees.

3228-90 Appeal of staff's denial of protest concerning rejection of application for Class 8108 Senior Legal Process Clerk.
(Calendar Item No. 17)

Action: Over to the meeting of November 19, 1990 at the request of Local 790.

IN-SERVICE MATTERS

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay.
(Calendar Item No. 14)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

- August 6, 1990:
1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
 2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
 3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
 4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

Action: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.

IN-SERVICE MATTERS (cont.)

- 6028-89 Proposed amendment to Civil Service Commission Rule 26 - Temporary Assignments Outside of Classification. (Calendar Item No. 8)
- May 15, 1989: Post for adoption following meet and confer with employee organizations.
- November 20, 1989: Off calendar.
- Action: Adopt.
-
- 6511-90 Appeal from Fred Gardon of the decision of the General Manager, Personnel, to restrict future employment following resignation from a non-civil service appointment with the Department of Public Health. (Calendar Item No. 15)
- Action: Over to the meeting of November 19, 1990 at the request of the Department of Public Health.
-
- 6519-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 10)
- Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.
-
- 6520-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary for Classes 1113 Deputy General Manager, Retirement System, and 9378 Development Project Coordinator, Port, from six (6) months to one (1) year. (Calendar Item No. 9)
- Action: Post.

REGULAR MEETING - NOVEMBER 5, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Zenaida Bautista, 2302 Orderly, 59/E-320, Department of Public Health, Laguna Honda Hospital, 9/24/90. (Calendar Item No. 25) (7)

Action: Over to the meeting of November 19, 1990 at the request of the Department of Public Health.

Alexandra Clark, 2320 Registered Nurse, 6/E-882, Department of Public Health, Laguna Honda Hospital, 9/12/90. (Calendar Item No. 22) (4)

October 15, 1990: Over to the meeting of November 5, 1990 at Ms. Clark's request.

Action: Over to the meeting of November 19, 1990 at the request of the Department of Public Health.

Albert Dixon, 2736 Porter, 7/E-56, Department of Public Health, San Francisco General Hospital Medical Center, 10/12/90. (Calendar Item No. 26) (7)

Action: Cancel all current examination and eligibility status. Not to be employed again by the Department of Public Health.

Luis Henriquez, 2708 Custodian, 3/E-4, Juvenile Probation, Juvenile Hall, 11/15/89. (Calendar Item No. 24) (6)

January 8, 1990: Off calendar at Mr. Henriquez's request. Mr. Henriquez to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

October 15, 1990: Over to the meeting of November 5, 1990 due to absence from room during roll call.

Action: Over to the meeting of December 3, 1990 at the request of Local 790.

Anthony Jones, 8204 Institutional Police Officer, 31/E-7, Department of Public Health, San Francisco General Hospital Medical Center, 10/11/90. (Calendar Item No. 23) (4)

Action: Over to the meeting of December 3, 1990 at Mr. Jones' request.

Kevin Kaywood, 1920 Inventory Clerk, 49/CPE-3, Purchasing Department, Stores Division, 9/25/90. (Calendar Item No. 21) (3)

Action: Off calendar at the request of the Purchasing Department.

Patricia Norman, 2593 Health Program Coordinator III, 12/CPE-6, Department of Public Health, Central Office, 08/24/90. (Calendar Item No. 20) (3)

October 15, 1990: Over to the meeting of November 5, 1990 at the request of the Department of Public Health.

Action: Off calendar at the request of the Department of Public Health.

GENERAL MANAGER'S REPORT (Calendar Item No. 11)

The General Manager, Personnel presented the Commission with a draft resolution relating to the Decentralized Personnel Unit at the Department of Public Health. The Commission directed that it be calendared for action at the meeting of November 19, 1990 as amended.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 12)

1. Commissioner Texidor del Portillo requested that the General Manager, Personnel ask the Director of Training to consider developing and providing training to supervisors and managers on selection and interviewing techniques.
2. Commissioner Mickins requested to be apprised of the status of the request for an ethnic waiver. The City Attorney will report on this matter at the next meeting.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 27)

None.

A D J O U R N M E N T

The Civil Service Commission adjourned this meeting in memory of Claude Delventhal who died on November 3. Ms. Delventhal was the wife of Deputy City Attorney Burk Delventhal.



City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - NOVEMBER 19, 1990

PART I - 2 P.M.

DOCUMENTS

NOV 21 1990

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

(Items Missed: 19, 20, 25
and 26)

Commissioner Munson presided

MINUTES: Regular Meeting of November 5, 1990

Action: Approve.

ANNOUNCEMENTS

The Civil Service Commission met in closed session on Monday, November 19, 1990 at 12 Noon in Room 154C City Hall pursuant to Section 54956.9 of the Government Code of the State of California to confer with the City Attorney regarding pending litigation in the matter of Loomis, et al. v. Silverman, et al. (S.Ct. 811-096); Social Services Union Local 535, SEIU, AFL-CIO v. City and County of San Francisco, et al. (S.Ct. 921-798); and USA v. CCSF (USDC C84-7089). The Commission also discussed a personnel matter pursuant to Government Code Section 54957.

ANNOUNCEMENTS (cont.)

Present: Commissioners Munson, Mickins, Donovan and
Texidor del Portillo.

The following actions were taken:

1. The matter concerning the Loomis case adjourned to an Executive Session on December 3, 1990.
2. The matter concerning the USA v. CCSF adjourned to an Executive Session on December 3, 1990.
3. Regarding the matter of Local 535 v. the City and County of San Francisco:

The Commission has reviewed the screening committee's rankings in the 1990 examination for Class 2969 Assistant Director, Social Services Programs rankings. The Commission unanimously ratified and confirmed the Screening Committee's decision.

4. No action was taken on the personnel matter.

CLASSIFICATION MATTERS

1126-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

- September 17, 1990:
1. Approve contract numbers 238, 239, 240, 243, 246, 247, 248, 250, 252, 253, and 262; notify the offices of the Controller and the Purchaser.
 2. Remainder of the contracts over to the meeting of October 1, 1990.
- October 1, 1990:
1. Contract Number 230-90/91 over to the meeting of October 15, 1990.
 2. Adopt staff report on all remaining contracts (Contracts 260-90/91 and 267-90/91 passed by vote of 3 to 1: Commissioner Texidor del Portillo dissents). Notify the offices of the Controller and the Purchaser.
- October 15, 1990:
- Contract 230-90/91 Over to the meeting of November 5, 1990 at the request of the Department of Public Health.
- November 5, 1990:
- Contract 230-90/91 over to the meeting of November 19, 1990 at the request of the Department of Public Health.

CLASSIFICATION MATTERS (cont.)

1126-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---|---|
| 230-90/91 | Public Health | O'Connor Carpet, Upholstery, & Drapery Cleaners |
| Action: | Off calendar at the request of the Department of Public Health. | |

1151-90 Review of requests for approval of proposed personal services contracts from Department of Public Health; Short-Doyle Funding. (Calendar Item No. 5)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|---|--|
| 414-90/91 | Public Health | Asian American Recovery Services, Inc. |
| 415-90/91 | Public Health | Baker Places, Inc. |
| 416-90/91 | Public Health | Friendship House Association of American Indians, Inc. |
| 417-90/91 | Public Health | Haight Ashbury Free Clinics, Inc. |
| 418-90/91 | Public Health | Horizons Unlimited of S.F., Inc. |
| 419-90/91 | Public Health | St. Vincent de Paul Society |
| 420-90/91 | Public Health | S.F. Suicide Prevention, Inc. |
| 421-90/91 | Public Health | Walden House, Inc. |
| 422-90/91 | Public Health | Women's Alcoholism Center, Inc. |
| 423-90/91 | Public Health | Women's Institute for Mental Health, Inc. |
| Action: | Adopt staff report; notify the offices of the Controller and the Purchaser. | |

CLASSIFICATION MATTERS (cont.)

1152-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 6)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-----------------------------|--|
| 424-90/91 | Airport | Joint Venture of Lazard Freres & Grigsby Brandford Companies |
| 425-90/91 | Airport | John F. Brown Company |
| 426-90/91 | Airport | Orrick, Herrington & Sutcliffe and Pamela S. Jue |
| 427-90/91 | Civil Service Commission | S.F. Community College District |
| 428-90/91 | Civil Service Commission | Cooperative Personnel Services |
| 429-90/91 | Controller | Savvy, Inc. |
| 430-90/91 | Public Health | Mission Neighborhood Health Center |
| 431-90/91 | Public Health | Bernard Kutzscher, M.D. |
| 432-90/91 | Public Works | F.W. Associates |
| 433-90/91 | Purchasing | Bedford Consulting |
| 434-90/91 | SFUSD | Joseph Chow & Associates, Inc. |
| 435-90/91 | Sheriff | Steve Karass |
| 436-90/91 | Sheriff | John Sapin |
| 437-90/91 | Social Services | Hamilton Family Center |
| 438-90/91 | Social Services | Valata Jenkins-Monroe, Ph.D. |
| 439-90/91 | Social Services | Alicia F. Lieberman, Ph.D. |
| 440-90/91 | Social Services | Bruce Cooper, Ph.D. |
| 441-90/91 | Social Services | Bruce Cooper, Ph.D. |
| 442-90/91 | Social Services | Don Cohon |
| 443-90/91 | Social Services | Haight-Ashbury Free Clinics, Inc. |

CLASSIFICATION MATTERS (cont.)

| 1152-90 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|--------------------|---------------|-------------------|--|
| | 444-90/91 | Social Services | University of California Early Parenting Program |
| | 445-90/91 | Social Services | University of California: Clearinghouse for Drug-Exposed Infants |
| | 446-90/91 | Social Services | Mt. St. Joseph-St. Elizabeth |
| | 447-90/91 | Social Services | University of California, Consultant, M.D. |
| | 448-90/91 | Social Services | Don Cohon |
| | 449-90/91 | Social Services | U.C. California, Consultant, M.D. |

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2350-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 7)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|-------------------|---------------------------|-----------------------------|
| Raymond Baxter 1168 Director of Health | Public Health | 5 | 5 |

B. TEMPORARY EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|---|----------------------|---------------------------|--|
| Marilyn Lewis 2593 Health Program Coordinator III | Public Health | 5 | 5 6/30/91 |
| Cliva Mee 8452 Criminal Justice Specialist II | District Attorney | 4 | 4 6/30/91 |

COMPENSATION MATTERS

2350-90 B. TEMPORARY EXEMPT APPOINTMENTS (cont.)
(cont.)

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|--|-------------------|---------------------------|--|
| Raymond Sullivan 1675 Supervising Fiscal Officer | Social Services | 5 | 5 6/30/91 |

Action: Adopt staff report.

EXAMINATION MATTERS

3197-90 Appeal by Captain Peter Roybal of staff determination denying his challenges to the ethnicity identifications of individuals on the tentative eligible list for Class H-40 Battalion Chief.
(Calendar Item No. 16)

September 17, 1990: Refer to staff for further investigation and subsequent report to the Civil Service Commission.

November 5, 1990: 1. Sustain Captain Roybal's challenge of Thomas Santoro.
2. Defer action on remaining challenges; Civil Service Commission staff to provide further documentation at the November 19, 1990 meeting.

November 5, 1990: 3. Staff to provide a report indicating number of employees of the San Francisco Fire Department changing ethnic identification and what those changes were.
4. City Attorney to research and to report back on the Commission's inquiry regarding the preparation and posting of ethnic identification of San Francisco Fire Department employees.

Action: Over to the meeting of December 3, 1990 at the request of the City Attorney's Office.

EXAMINATION MATTERS (cont.)

3228-90 Appeal of staff's denial of protest concerning rejection of application for Class 8108 Senior Legal Process Clerk. (Calendar Item No. 17)

November 5, 1990: Over to the meeting of November 19, 1990 at the request of Local 790.

Action: Adopt staff report; deny appeal of Pat M. Young.

3231-90 Appeal of background rejection for Class Q2 Police Officer. (Calendar Item No. 18)

Action: Over to the meeting of December 3, 1990 at the request of Mr. William R. Codarre, Jr.'s attorney.

3585-90 Appeal of background rejection for Class 8214 Parking Control Officer, Airports Commission. (Calendar Item No. 20)

Action: Adopt staff report; deny appeal of Dortehea Bell.

3591-90 Appeal of background rejection for Class 8304 Deputy Sheriff. (Calendar Item No. 19)

Action: Adopt staff report; deny appeal of Reid Williams Betten.

IN-SERVICE MATTERS

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. 12)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

IN-SERVICE MATTERS

4989-90

(cont.)

August 6, 1990:

1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.

Action: Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.

6511-90

Appeal from Fred Gardon of the decision of the General Manager, Personnel, to restrict future employment following resignation from a non-civil service appointment with the Department of Public Health. (Calendar Item No. 13)

IN-SERVICE MATTERS (cont.)

6511-90 November 5, 1990: Over to the meeting of November 19, 1990 at
(cont.) the request of the Department of Public Health.

Action: Adopt staff report; deny appeal of Fred Gardon. Sustain the decision of the General Manager, Personnel.

6520-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Classes 1113 Deputy General Manager, Retirement System, and 9378 Development Project Coordinator, Port, from six (6) months to one (1) year. (Calendar Item No. 9)

November 5, 1990: Post.

Action: Adopt.

6614-90 Findings on appeal of action by the General Manager, Personnel on medical examination of Gregory Savin, eligible for Class H-2 Firefighter. (Calendar Item No. 14)

Action: Adopt.

6615-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 8)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

IN-SERVICE MATTERS (cont.)

6616-90 Appeal the decision of the General Manager, Personnel to rescind provisional appointment in Class 4265 Senior Real Property Appraiser, Assessor's Office. (Calendar Item No. 15)

Action: Adopt staff report; deny appeal.

6622-90 Resolution relating to the Decentralized Personnel Unit at the Department of Public Health. (Calendar Item No. 20A)

November 5, 1990: (Under the General Manager's Report): the General Manager, Personnel presented the Commission with a draft resolution relating to the Decentralized Personnel Unit at the Department of Public Health. The Commission directed that it be calendared for action at the meeting of November 19, 1990 as amended.

Action: Adopt.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 19, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Zenaida Bautista, 2302 Orderly, 59/E-320, Department of Public Health, Laguna Honda Hospital, 9/24/90. (Calendar Item No. 22) (7)

November 5, 1990: Over to the meeting of November 19, 1990 at the request of the Department of Public Health.

Action: Off calendar at the request of Local 790. Ms. Bautista to notify the Assistant Secretary when prepared to proceed. Ineligible for any employment covered by the San Francisco Civil Service system pending final resolution of this matter by the Commission.

Alexandra Clark, 2320 Registered Nurse, 6/E-882, Department of Public Health, Laguna Honda Hospital, 9/12/90. (Calendar Item No. 24) (4)

October 15, 1990: Over to the meeting of November 5, 1990 at Ms. Clark's request.

November 5, 1990: Over to the meeting of November 19, 1990 at the request of the Department of Public Health.

Action: Off calendar at the request of the Department of Public Health. (Resignation submitted).

John M. Firth, 7346 Painter, 27/E-7, Department of Parking and Traffic, 10/12/90. (Calendar Item No. 25) (4)

Action: Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the Department of Parking and Traffic.

Augusto Jimenez, 7346 Painter, 44/E-7, Department of Parking and Traffic, 10/26/90. (Calendar Item No. 26) (4)

Action: Return name to Reemployment Register under waiver. Future employment subject to review and approval of the General Manager, Personnel and medical clearance by a physician designated by the Commission.

Eric A. Terrero, Q-2 Police Officer, 76/E-95, San Francisco Police Department, 10/12/90. (Calendar Item No. 23) (7)

Action: Over to the meeting of December 3, 1990 at the request of the San Francisco Police Department.

GENERAL MANAGER'S REPORT. (Calendar Item No. 10)

None.

COMMISSIONER'S NEW BUSINESS. (Calendar Item No. 11)

Commissioner Munson requested that the General Manager, Personnel provide within the next two to three weeks through him to the Mayor's Fiscal Advisory Committee information regarding the employee count by department for each of the fiscal years beginning with Fiscal Year 1984-85 and projected for Fiscal Year 1990-91 using budgetary data in each of the following categories:

- Executives
- Managers
- All Other Professionals
- Uniformed Members of the Police and Fire Departments
- Platform Employees of the San Francisco Municipal Railway
- All Other Employees

These figures are to include totals in each category for each fiscal year as well as a total number of employees for each fiscal year.

Commissioner Munson will make himself available to respond to questions about this request.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 28)

None.

A D J O U R N M E N T

The Civil Service Commission adjourned this meeting in memory of Harry Jelenich who died on November 10, 1990 and Christine M. Mansir who died on November 3, 1990.

Mr. Jelenich was the husband of Mary Jelenich, Supervisor of the Civil Service Commission Timeroll Audit Unit.

Ms. Mansir was the mother of Monte Mansir, Supervisor of the Civil Service Commission Classification Unit.



City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

MINUTES OF MEETING

REGULAR MEETING - DECEMBER 3, 1990

PART I - 2 P.M.

DOCUMENTS DEPT.

DEC 5 1990

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Texidor del Portillo

Commissioner Munson presided

MINUTES: Regular Meeting of November 19, 1990

Action: Approve.

ANNOUNCEMENTS:

1. The Civil Service Commission has made the following changes to its meeting schedule for the next three months:
 - A. The meetings of December 17, 1990 and January 21, 1991 and February 18, 1991 are cancelled.
 - B. The Commission will hold a Special Meeting for Salary Standardization for Fiscal Year 1991-92 on Monday, January 28, 1991. Notice of time and location will be issued shortly.
 - C. The Commission will meet as scheduled on January 7 and February 4, 1991.

ANNOUNCEMENTS: (cont.)

2. The Civil Service Commission adjourned its closed session of Monday, November 19, 1990 to Monday, December 3, 1990 at 1 P.M. in Room 154C City Hall. This adjourned meeting was held pursuant to Section 54956.9 of the Government Code of the State of California to confer with the City Attorney regarding pending litigation in the matter of Loomis, et al. v. Silverman, et al. (S.Ct. 811-096); and the United States of America versus the City and County of San Francisco (USDC C84-7089).

Present were Commissioners Munson, Donovan, Mickins and Texidor del Portillo.

The matter concerning Loomis v. Silverman was adjourned to an Executive Session on Monday, January 7, 1991.

No action was taken concerning the United States of America versus the City and County of San Francisco litigation.

CLASSIFICATION MATTERS

1162-90 Classification of positions in various City departments.
(Calendar Item No. 6)

| <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|--------------------|---------------------|--|--|
| Adult Probation | 1 | 8106 Legal Process Clerk (Sch. 46.3 \$887B1073) | Same |
| Public Defender | 2 | 2940 Child Welfare Worker (Sch. 57.2 \$1491B1809) | Same |
| Controller | 1 | 1736 Computer Operator II (Sch. 48.3 \$975B1180) | Same |
| Juvenile Probation | 1 | A119 Community Program Director (J, \$2033B2472) | Establish Class 8417 Director of Community Programs, Juvenile Probation (J,Z Sch. 63.6 \$2033B2472) Draft class specification as detailed in the staff report. |

CLASSIFICATION MATTERS (cont.)

| 1162-90 (cont.) | <u>Department</u> | <u>No. Pos.</u> | <u>Budgeted Class and Rate</u> | <u>Recommended Class</u> |
|--------------------|---|---------------------|--|---|
| | Public Health Central Office | 1 | 2930 Psychiatric Social Worker (Sch. 57.2 \$1491B1809) | Same |
| | | 1 | 2830 Public Health Nurse (1862B2330) | Same |
| | | 1 | 1842 Management Assistant (Sch. 54.9 \$1336B1618) | Same |
| | Public Health Laguna Honda Hospital | 1 | A413 Chief Respiratory Technician (J \$1528B1853) | Establish new Class 2537 Respiratory Care Practitioner II (Sch. 57.7 \$1528B1853) Draft class specification as detailed in the staff report. |
| | Public Health SFGH | 1 | 2328 Nurse Practitioner (1853B2314) | Same |
| | Social Services | 1 | 2914 Social Work Supervisor (Sch. 55.4 \$1368B1658) | Same |

Action: Adopt staff report.

1163-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|---|
| 450-90/91 | Airport | Jack Hopkins, Inc. |
| 451-90/91 | CAO | Grigsby Brandford Powell Inc. and Stone & Youngberg and W.R. Lazard & Co. |
| 452-90/91 | City Attorney | Brown & Wood and Alexander, Millner & McGee |

CLASSIFICATION MATTERS (cont.)

1163-90
(cont.)

| <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
|---------------|-------------------|--|
| 453-90/91 | City Attorney | O'Melveny & Myers and Arnette & Hastie |
| 454-90/91 | City Planning | Robert Campbell |
| 455-90/91 | City Planning | J. Max Bond, Jr. |
| 456-90/91 | Controller | S.K. White Consulting |
| 457-90/91 | Parking & Traffic | Bill Loughborough |
| 458-90/91 | Public Health | California Public Health Foundation |
| 459-90/91 | Public Health | California Prostitute Education Project |
| 460-90/91 | Public Health | Black Coalition on AIDS |
| 461-90/91 | Public Health | Bayview Hunter's Point Foundation |
| 462-90/91 | Public Health | Catholic Charities of S.F. |
| 463-90/91 | Public Health | St. Mary's Hospital & Medical Center |
| 464-90/91 | Public Health | The Glide Foundation |
| 465-90/91 | Public Health | University of California, S.F., AIDS Health Project |
| 466-90/91 | Public Health | University of California, S.F., Urban Health Study |
| 467-90/91 | Public Health | Catalyst Systems |
| 468-90/91 | Public Health | King American, Federal, & S.F. Ambulance Companies |
| 469-90/91 | Public Health | Systemhouse, Inc. - Integrated Business Solutions |
| 470-90/91 | Public Health | S.F. Women's Centers for Chronic Fatigue Immune Dysfunction Syndrome |

CLASSIFICATION MATTERS (cont.)

| | | | |
|--------------------|---------------|--|--|
| 1163-90 (cont.) | <u>NUMBER</u> | <u>DEPARTMENT</u> | <u>CONTRACTOR</u> |
| | 471-90/91 | Public Health | Withbert W. Payne, CPA, A Professional Corporation |
| | 472-90/91 | Public Health | St. Benedict Center Interpreter Service |
| | 473-90/91 | Public Utilities Commission | ABB Power Generation, Inc. |
| | 474-90/91 | Public Utilities Commission | Consolidated Engineering Laboratories |
| | 475-90/91 | Public Works | Distributed Micro Systems, Inc. |
| | 476-90/91 | Public Works | H.J. Brunnier Associates |
| | 477-90/91 | Public Works | Prudential Security Service |
| | 478-90/91 | SFUSD | Rudolf Fehr, P.E. |
| | 479-90/91 | Social Services | St. Vincent de Paul & Catholic Charities |
| | 480-90/91 | City Attorney | Pamela S. Jue |
| | 481-90/91 | Public Health | University of California - College Work Study Program |
| | 482-90/91 | Public Health | Carlene Keller |
| Action: | 1. | Contract Number 450-90/91 over to the meeting of January 7, 1991 at the request of the Airports Commission. | |
| | 2. | Contract Number 471-90/91 over to the meeting of January 7, 1991 as recommended by the General Manager, Personnel. | |
| | 3. | Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser. | |

1166-90 Establishment of new classification 2235 Medical Director,
Department of Health and allocation of four budgeted positions to
the new class. (Calendar Item No. 7)

CLASSIFICATION MATTERS (cont.)

1166-90
(cont.)

Action: Adopt staff report.

1. Establish new classification 2235 Medical Director, Department of Health, (Sch. 73.5 J,Z \$3295B4006). Draft class specification as detailed in the staff report.
2. Allocate one position budgeted as Class A820 Medical Director, AIDS Office (J, SC \$3295B4006) to the new classification 2235 Medical Director, Department of Health.
3. Reallocate one position in Class 2885 Deputy Director of Adult Services, Community Mental Health Services (Sch. 73.6 Z \$3313B4028) to the new classification 2235 Medical Director, Department of Health.
4. Allocate one position budgeted as Class A926 Medical Director, Community Public Health Services (J,SC \$3295B4006) to the new classification 2235 Medical Director, Department of Health.
5. Allocate one position budgeted as Class A963 Medical Director, Emergency Medical Services Agency (J,SC \$3295B4006) to the new classification 2235 Medical Director, Department of Health.
6. Administratively amend Sections 830120, 830301, 872100 and 830201 of the Annual Salary Ordinance accordingly.
7. Advise the Department of Health to adjust their budget to reflect these actions.
8. Advise the Civil Service Commission Examination Division to administer an examination for the new classification.

1167-90

Request from the Department of Public Works to use a class in the Staff Assistant, Special Project series as an Asbestos Program Manager. (Calendar Item No. 8)

Action: Adopt staff report. Approve use of Class 9746 Staff Assistant VII, Special Project (\$2409 bi-weekly) to employ an Asbestos Program Manager at the Department of Public Works for a one year period or until a new classification is established.

COMPENSATION MATTERS

2366-90 Request for appointment above the entrance rate for various employees. (Calendar Item No. 9)

A. PERMANENT AND EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED</u> |
|---|----------------------|-----------------------|-------------------------|
| Dennis M. King 6242 Plumbing Inspector | Public Works | 5 | 5 |
| Jeffrey A. Tom 1652 Senior Accountant | Parking & Traffic | 5 | 5 |

B. TEMPORARY EXEMPT APPOINTMENTS

| <u>NAME AND CLASS</u> | <u>DEPARTMENT</u> | <u>STEP REQUESTED</u> | <u>STEP RECOMMENDED AND DURATION</u> |
|--|-------------------|-----------------------|--------------------------------------|
| Maurice S. Williams A919 Construction Contract Specialist II | Public Works | 5 | 5 6/30/91 |
| Richard A. Wong 1805 Associate Performance Auditor | Controller | 4 | 4 6/30/91 |

Action: Adopt staff report.

2367-90 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 10)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

3197-90 Appeal by Captain Peter Roybal of staff determination denying his challenges to the ethnicity identifications of individuals on the tentative eligible list for Class H-40 Battalion Chief. (Calendar Item No. 14)

September 17, 1990: Refer to staff for further investigation and subsequent report to the Civil Service Commission.

EXAMINATION MATTERS (cont.)

3197-90
(cont.)

- November 5, 1990: 1. Sustain Captain Roybal's challenge of Thomas Santoro.
2. Defer action on remaining challenges; Civil Service Commission staff to provide further documentation at the November 19, 1990 meeting.
- November 5, 1990: 3. Staff to provide a report indicating number of employees of the San Francisco Fire Department changing ethnic identification and what those changes were.
4. City Attorney to research and to report back on the Commission's inquiry regarding the preparation and posting of ethnic identification of San Francisco Fire Department employees.
- November 19, 1990: Over to the meeting of December 3, 1990 at the request of the City Attorney's Office.

- Action: 1. Re challenge by Captain Peter Roybal of ethnic designation of Frank Cercos: Adopt staff report; deny challenge.
2. Re challenge by Captain Peter Roybal of ethnic designation of Richard Seyler: Over to the meeting of January 7, 1991.
3. The General Manager, Personnel to develop a procedure to be presented to the Commission for presentation at the meeting of January 7, 1991 to notify interested parties of public information regarding eligibles on promotional lists in the San Francisco Fire Department. This procedure to include proposed language for promotional examination announcements, details of content of information to be provided, procedure for protest/challenge of ethnic self-designations and other necessary items.

3231-90 Appeal of background rejection for Class Q2 Police Officer.
 (Calendar Item No. 15)

November 19, 1990: Over to the meeting of December 3, 1990 at the request of Mr. William R. Codarre, Jr.'s attorney.

Action: Adopt staff report, deny appeal of William R. Codarre, Jr.

IN-SERVICE MATTERS

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay.
(Calendar Item No. 13)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

- August 6, 1990:
1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
 2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
 3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
 4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.

November 19, 1990: Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.

IN-SERVICE MATTERS (cont.)

4989-90 Action: Over to the meeting of January 7, 1991 at the joint
(cont.) request of the City Attorney's Office and Attorney David
 Clisham.

6658-90 Resolution of Commendation for Jerry Spain, Deputy City Attorney,
 upon his retirement. (Calendar Item No. 4)

Action: Adopt.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 3, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Larry Brown, 9163 Transit Operator, 5/P-121, Public Utilities Commission, San Francisco Municipal Railway, 10/18/90. (Calendar Item No. 23) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Reconsideration of Civil Service Commission action of November 5, 1990 due to clerical error of mailing notice of hearing to incorrect address:

Albert Dixon, 2736 Porter, 7/E-56, Department of Public Health, San Francisco General Hospital Medical Center, 10/12/90. (Calendar Item No. 21) (7)

November 5, 1990: Cancel all current examination and eligibility status. Not to be employed again by the Department of Public Health.

Action: Over to the meeting of January 7, 1991 at the request of the Department of Public Health.

Wanda Geter, 1424 Clerk Typist, 8/CPE-167, Department of Social Services, Fiscal Division, 11/8/90. (Calendar Item No. 24) (7)

Action: Over to the meeting of January 7, 1991 at the request of the Department of Social Services.

Luis Henriquez, 2/08 Custodian, 3/E-4, Juvenile Probation, Juvenile Hall, 11/15/89. (Calendar Item No. 20) (6)

January 8, 1990: Off calendar at Mr. Henriquez's request. Mr. Henriquez to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

October 15, 1990: Over to the meeting of November 5, 1990 due to absence from room during roll call.

November 5, 1990: Over to the meeting of December 3, 1990 at the request of Local 790.

Action: Accept the resignation as certified. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Juvenile Probation Department. The Commission stipulated that all time worked since September 15, 1990 may be submitted toward fulfilling the one year experience requirement.

Anthony Jones, 8204 Institutional Police Officer, 31/E-7, Department of Public Health, San Francisco General Hospital Medical Center, 10/11/90. (Calendar Item No. 18) (4)

November 5, 1990: Over to the meeting of December 3, 1990 at Mr. Jones' request.

Action: Over to the meeting of January 7, 1991 at the request of the Department of Public Health.

Wyatt C. McIntyre, 3372 Animal Control Officer, LT, Department of Animal Care and Control, 11/9/90. (Calendar Item No. 17) (1)

Action: Over to the meeting of January 7, 1991 at Mr. McIntyre's request.

Gloria Smith, 2302 Orderly, 9/E-329, Department of Public Health, Laguna Honda Hospital, 11/5/90. (Calendar Item No. 19) (4)

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Eric A. Terrero, Q-2 Police Officer, 76/E-95, San Francisco Police Department, 10/12/90. (Calendar Item No. 22) (7)

November 5, 1990: Over to the meeting of December 3, 1990 at the request of the San Francisco Police Department.

Action: Not to be employed again by the San Francisco Police Department.

GENERAL MANAGER'S REPORT. (Calendar Item No. 11)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 12)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 25)

None.

A D J O U R N M E N T

John M. Firth, 7346 Painter, 27/E-7, Department of Parking and Traffic, 10/12/90. (Calendar Item No. 25) (4)

Action: Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the Department of Parking and Traffic.

Augusto Jimenez, 7346 Painter, 44/E-7, Department of Parking and Traffic, 10/26/90. (Calendar Item No. 26) (4)

Action: Return name to Reemployment Register under waiver. Future employment subject to review and approval of the General Manager, Personnel and medical clearance by a physician designated by the Commission. Not to be employed again by the Department of Parking and Traffic.

Eric A. Terrero, Q-2 Police Officer, 76/E-95, San Francisco Police Department, 10/12/90. (Calendar Item No. 23) (7)

Action: Over to the meeting of December 3, 1990 at the request of the San Francisco Police Department.

GENERAL MANAGER'S REPORT. (Calendar Item No. 10)

None.

COMMISSIONER'S NEW BUSINESS. (Calendar Item No. 11)

Commissioner Munson requested that the General Manager, Personnel provide within the next two to three weeks through him to the Mayor's Fiscal Advisory Committee information regarding the employee count by department for each of the fiscal years beginning with Fiscal Year 1984-85 and projected for Fiscal Year 1990-91 using budgetary data in each of the following categories:

- Executives
- Managers
- All Other Professionals
- Uniformed Members of the Police and Fire Departments
- Platform Employees of the San Francisco Municipal Railway
- All Other Employees

These figures are to include totals in each category for each fiscal year as well as a total number of employees for each fiscal year.

Commissioner Munson will make himself available to respond to questions about this request.



